

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

September 27, 2021

1:00 p.m.

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

September 27, 2021

1:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/86714373939?pwd=MDNnMWNEWUZUV3lnUjQxanJOanVxUT09>

Join Zoom Meeting

<https://us02web.zoom.us/j/86714373939?pwd=MDNnMWNEWUZUV3lnUjQxanJOanVxUT09>

Meeting ID: 867 1437 3939

Passcode: 997500

Dial +1 669 900 6833

Meeting ID: 867 1437 3939

Passcode: 997500

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 by September 24, 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 – June 28, 2021
- B. Ratify Agreement between Northern Sierra Air District and RGS
- C. Final Approval for FY 2021-2022 Operating and Restricted Budget
- D. FY 2021-2022 Subvention Application
- E. Resolution to accept \$2,655,967 from the U.S. Environmental Protection Agency to reduce emissions of PM in Portola, CA

V. Administrative Report

- A. Discussion and Adoption of the AB2766 DMV Surcharge Proposals for 2022
- B. Public Hearing and Proposed Approval to utilize \$15,000 of AB617 to assist the City of Portola in the purchase of a Chipper to reduce PM Emissions from Green Waste.
- C. Re-appointment of Variance Hearing Board Members – Tim Corkins and Tina Venable

VI. Financial Report

- A. Payment Details by Vendor Board Report – June, July and August 2021
- B. End of Year Report – for the fiscal year ending June 30, 2021

VII. Director's Report

A. Status on Portola PM2.5 Nonattainment Area

VIII. 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.

IX. Schedule next Meeting – October 25, 2021

X. Adjournment

PERSONS DESIRING TO ADDRESS THE BOARD

Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. The latest edition of Robert's Rules of Order, Revised shall also be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Robert's Rules of Order, Revised.

All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

PUBLIC COMMENT:

Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows:

Three (3) minutes may be allotted to each speaker and a maximum of fifteen (15) minutes to each subject matter;

No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in District Policy 1030.

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present. In such an event, only matters appearing on the agenda may be considered in such a session.

After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

Members of the public are given the opportunity to address the Board of Directors directly at each teleconference location.

POSTING AGENDA:

This agenda was posted at least 72 hours prior to the regular meeting at the following locations: Eric Rood Government Center in Nevada City, The Plumas County Courthouse in Quincy, the Litton Building in Grass Valley, the Plumas County Board of Supervisors Chambers in Quincy, Sierra County Courthouse Square in Downieville. **The agenda and board packet are available on-line prior to the Board Meeting at www.myairdistrict.com**

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: September 27, 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: September 27, 2021

Agenda Item: IV.A

Agenda Description: Approval of regular meeting minutes – June 28, 2021

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

ROLL CALL VOTE REQUESTED

Attachments:

1. Draft June 28, 2021 minutes

MINUTES

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

June 28, 2021

1:00 p.m.

This meeting was held by ZOOM/Telephone Conference

Members Present:

**Supervisor Thrall, Chair
Supervisor Roen
Supervisor Ceresola
Supervisor Bullock
Supervisor Scofield
Supervisor Adams (Alternate)**

Members Absent:

Supervisor Huebner

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, APCSII; Julie Ruiz, APCSIII; Dawn Lunsford, Clerk of the Board.

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

IV. Consent Calendar

Supervisor Scofield made a motion to approve the consent calendar. Supervisor Adams seconded the motion. The motion was approved unanimously with a roll call vote.

V. Administrative Report

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

Ms. Bennitt presented the District's preliminary budget to the Board. The Board provided direction. Ms. Bennitt discussed that the preliminary budget was released for Public Comment in a Public Notice. Ms Bennitt informed the Board that no written or oral comments were received from the public. Supervisor Thrall opened the budget for public comment. There was no public available to comment. Supervisor Thrall closed the public comment period for the preliminary budget.

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 445 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.

B. Updating Personnel Policies Section 2000

Ms. Bennitt discussed a proposal from RGS to modify the District's Personnel Policies. Ms. Bennitt will present the final contract to the Board for ratification at a later date. Ms Bennitt will also present any proposed modifications to the personnel policies to the Board for final approval.

VII. Concerns of the Board – none were expressed.

VIII. Schedule next Meeting – Ms. Bennitt discussed that at this point, there were no urgent items and she recommended the August Meeting be cancelled. Chair Thrall agreed, the board also agreed. The next meeting was scheduled for September 27, 2021.

IX. Adjournment

The meeting was adjourned at 1:09 P.M.

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: September 27, 2021

Agenda Item: IV.B

Agenda Description: Ratify Agreement between Northern Sierra Air District and RGS for Providing HR services to the District and not to exceed \$10,000.

Issues:

During the June 2021 Board meeting, staff shared a proposal from RGS (HR consulting firm) to address necessary modifications to the District personnel policies which are currently not in line with state and federal requirements.

This agreement has been signed by the Executive Director and is presented to the Board for final authorization today by action of ratifying.

Requested Action:

1. Ratify Agreement Between the District and RGS

ROLL CALL VOTE REQUESTED

Attachments:

1. Agreement between RGS and the District



RGS is committed to reducing paper waste by converting to electronic processes. Toward these waste reduction goals, RGS uses DocuSign to digitally sign and execute our Agreements. DocuSign provides a secure and legally binding digital signature process which eliminates the need for printing and distribution of documents for signature. Additionally, and especially under the current health and safety restrictions, RGS requests that agencies use electronic payment methods whenever possible to reduce mailing and paper expenses. **RGS requests your assistance with meeting these waste reduction goals by joining us in the use of DocuSign and electronic payment methods during our collaboration.**

Preamble: The agreement for services described below is also an agreement to engage in a relationship between organizations – Agency partners. 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, learning openly from each other's hard-won experience.
- **Commitment:** Government agencies are the public's only choice for many services. Public trust is earned and must be used wisely. And RGS will do its part. 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.

How RGS Does Business

When you work with RGS you can expect:

- RGS will strive to be explicit up front and put our understandings in writing. Before making assumptions, we hope to talk directly to prevent any misunderstandings.
- Ongoing interaction throughout our relationship to ensure that your needs are being met, and that projects progress appropriately and agreed-upon timelines are met.
- RGS is committed to honest interaction.
- When RGS employees are on your site, we expect them to treat people respectfully and be treated respectfully. If problems arise, we want to communicate early, accurately, and thoroughly to ensure that we find mutually acceptable solutions.
- As a public Agency, partnering is valued. We look out for each Agency's interests consistent with maintaining the public trust.
- To keep expectations realistic, it is important to understand that RGS is a governmental, joint powers authority evolving to meet changing local government needs. RGS has carefully constructed policies and procedures to allow maximum flexibility to meet your needs.

Agreement for Management and Administrative Services

This Agreement for Management Services (“Agreement”) is made and entered into as of the 2nd day of July 2021, by and between the **NORTH SIERRA AIR QUALITY MANAGEMENT DISTRICT**, a municipal Agency (“Agency”), and **Regional Government Services Authority** (RGS), a joint powers authority, (each individually a “Party” and, collectively, the “Parties”).

RECITALS

THIS AGREEMENT is entered into with reference to the following facts and circumstances:

- A. That Agency desires to engage RGS to render certain services to it;
- B. That RGS is a management and administrative services provider and is qualified to provide such services to the Agency; and
- C. That Agency has elected to engage the services of RGS upon the terms and conditions as hereinafter set forth.

TERMS AND CONDITIONS

Section 1. Services. The services to be performed by RGS under this Agreement shall include those services set forth in the attached **Exhibits**, which are incorporated by this reference herein and made a part hereof as though it were fully set forth herein.

Where in conflict, the terms of this Agreement supersede and prevail over any terms set forth in the **Exhibits**.

- 1.1 Standard of Performance.** RGS shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the types of services that RGS agrees to provide in the geographical area in which RGS operates.
- 1.2 Service Advisor.** To ensure quality and consistency for the services provided, RGS also assigns a service advisor to Agency. The service advisor is available to assigned RGS staff and to Agency management and will check in regularly with both to address program/project directives. Typically service advisor time is not billed to Agency, with some exceptions where significant programmatic direction is provided.
- 1.3 Reassignment of Personnel.** Assignment of personnel to provide the services described in the **Exhibits** is at the sole discretion of RGS. In the event that Agency or RGS, at any time during the term of this Agreement, desires the reassignment of personnel, Agency and RGS shall meet and discuss in good faith to address the issue of concern, including but not limited to reassigning such person or persons.
- 1.4 Time.** RGS shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance described above and to provide the services described in the **Exhibits**.

Section 2. Term of Agreement and Termination.

- 2.1** Services shall commence on or about July 2, 2021, and this Agreement is anticipated to remain in force to December 31, 2022, at which time services may continue on a month-to-month basis until one party terminates the Agreement or if Section 3 contains a “not to exceed” amount, until RGS charges for services reach the not-to-exceed amount at which point the Agreement will automatically terminate unless amended. Services provided under the month-to-month provision are subject to current RGS staff rates in effect at the time of service. Once this Agreement has converted to a month-to month basis, it shall automatically terminate upon the ninety-first (91st) continuous day with no billable service hours. After the ninety-first (91st) day with no billable service hours, RGS shall provide Agency with written notice of the automatic termination of the Agreement.
- 2.2** This Agreement may be terminated by either Party, with or without cause, upon 30 days’ written notice. Agency has the sole discretion to determine if the services performed by RGS are satisfactory to the Agency which determination shall be made in good faith. If Agency determines that the services performed by RGS are not satisfactory, Agency may terminate this Agreement by giving written notice to RGS. Upon receipt of notice of termination by either Party, RGS shall cease performing duties on behalf of Agency on the termination date specified and the compensation payable to RGS shall include only the period for which services have been performed by RGS.

Section 3. Compensation. Payment for services under this Agreement shall not exceed \$10,000 and shall be as provided in the **Exhibits**.

Section 4. Effective Date. This Agreement shall become effective on the date first herein above written.

Section 5. Relationship of Parties.

- 5.1** It is understood that the relationship of RGS to the Agency is that of an independent contractor and all persons working for or under the direction of RGS are its agents or employees and not agents or employees of Agency. The Agency and RGS shall, at all times, treat all persons working for or under the direction of RGS as agents and employees of RGS, and not as agents or employees of the Agency. Agency shall have the right to control RGS employees only insofar as the results of RGS’ services rendered pursuant to this Agreement. In furtherance of this Section 5.1, the Parties agree as follows:
- 5.1.1** Agency shall not request from RGS or from an RGS employee providing services pursuant to this Agreement an RGS employee’s Social Security Number or other similar personally identifying information.
- 5.1.2** Agency shall not report an RGS employee to a third party as an employee of Agency. For the purposes of this Section 5.1, “third party” means another government agency, private company, or individual.

5.1.3 In the event that a third-party requests information about an RGS employee—including but not limited to personally identifying information, hours or locations worked, tasks performed, or compensation—Agency shall inform RGS of the request prior to responding. If Agency possesses such information about an RGS employee, the Parties shall confer in good faith about an appropriate and legally compliant response to the request.

5.2 RGS shall provide services under this Agreement through one or more employees of RGS qualified to perform services contracted for by Agency. The positions of RGS staff that will coordinate services to the Agency are indicated in the **Exhibits**. The Executive Director or assigned supervising RGS staff will consult with Agency on an as-needed basis to assure that the services to be performed are meeting Agency's objectives. At any time the RGS employee may be providing services to one or more RGS clients concurrent with the services being provided under this Agreement.

5.3 Agency shall not have the ability to direct how services are to be performed, specify the location where services are to be performed, or establish set hours or days for performance of services, except as set forth in the **Exhibits**.

5.4 RGS employees may require access to Agency's computer systems and networks to complete the assigned services. RGS requires its employees to agree to appropriate system usage policies, which include a pledge not to use partner agency electronic equipment for anything other than partner agency work. (These policies can be provided to Agency upon request.)

5.5 Agency shall not have any right to discharge any employee of RGS from RGS employment.

5.6 RGS shall, at its sole expense, supply for its employees providing services to Agency pursuant to this Agreement any and all benefits, such as worker's compensation, disability insurance, vacation pay, sick pay, or retirement benefits; obtain and maintain all licenses and permits usual or necessary for performing the services; pay any and all taxes incurred as a result of the employee(s) compensation, including employment or other taxes; and provide Agency with proof of payment of taxes on demand.

Section 6. Loss Occurrence Coverage. RGS is self-insured and maintains loss occurrence coverage through its membership in the Municipal Insurance Cooperative ("MIC"), a California Joint Powers Authority, which is a risk purchasing joint powers authority. Consistent with sections 990.4 and 990.8 of the Government Code, the MIC provides coverage to RGS, in excess of its member retained limit, against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by RGS and its agents, representatives, employees, and subcontractors.

6.1 Workers' Compensation Coverage.

6.1.1 General requirements. RGS shall, at its sole cost and expense, maintain Workers' Compensation coverage and Employer's Liability coverage with limits of not less than \$1,000,000.00 per occurrence.

6.1.2 Waiver of subrogation. The Workers' Compensation coverage shall be endorsed with or include a waiver of subrogation in favor of Agency for all work performed by RGS, its employees, agents, and subcontractors.

6.2 Commercial General, Automobile, and Professional Liability Coverages.

6.2.1 General requirements. RGS, at its own cost and expense, shall maintain commercial general and automobile liability coverage for the term of this Agreement in an amount not less than \$2,000,000 per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. RGS shall additionally maintain commercial general liability coverage in an amount not less than \$2,000,000 aggregated for bodily injury, personal injury, and property damage.

6.2.2 Minimum scope of coverage. The MIC Memorandum of Coverage (MOC) is not written on ISO forms but provides coverage at least as broad as the latest version of the following: (A) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); and (B) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 001, code 1 (any auto).

6.3 Professional Liability Insurance. RGS, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability coverage for licensed professionals performing work pursuant to this Agreement in an amount not less than \$2,000,000 covering the licensed professionals' errors and omissions.

6.4 All Policies Requirements.

6.4.1 Coverage requirements. Each of the following shall be included in the coverage or added as an endorsement:

- a. Agency and its officers, employees, agents, and volunteers shall be covered as additional covered parties with respect to RGS' general commercial, and automobile coverage for claims, demands, and causes of action arising out of or relating to RGS' performance of this Agreement and to the extent caused by RGS' negligent act, error, or omission.
- b. An endorsement to RGS' general commercial and automobile coverages must state that coverage is primary with respect to Agency and its officers, officials, employees and volunteers.
- c. All coverages shall be on an occurrence or an accident basis, and not on a claims-made basis.

6.4.2 Acceptability of coverage providers. All coverages required by this section shall be acquired through providers with a Bests' rating of no less than A: VII or through sources that provide an equivalent level of reliability.

- 6.4.3 Verification of coverage.** Prior to beginning any work under this Agreement, RGS shall furnish Agency with notifications of coverage and with original endorsements effecting coverage required herein. The notifications and endorsements are to be signed by a person authorized by the MIC to bind coverage on its behalf. Agency reserves the right to require complete, certified copies of all MOC at any time.
- 6.4.4 Subcontractors.** RGS shall include all subcontractors as insureds under its coverage or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
- 6.4.5 Variation.** During the term of this Agreement, RGS may change the insurance program in which it participates. RGS will provide reasonable notice of any such change to Agency and replacement copies of Certificates of Coverage and endorsements.
- 6.4.6 Deductibles and Self-Insured Retentions.** RGS shall disclose any self-insured retention if Agency so requests prior to performing services under this Agreement or within a reasonable period of time of a request by Agency during the term of this Agreement.
- 6.4.7 Maintenance of Coverages.** The coverages stated herein shall be maintained throughout the term of this Agreement and proof of coverage shall be available for inspection by Agency upon request.
- 6.4.8 Notice of Cancellation or Reduction in Coverage.** In the event that any coverage required by this section is reduced, limited, or materially affected in any other manner, RGS shall provide written notice to Agency at RGS earliest possible opportunity and in no case later than five business days after RGS is notified of the change in coverage.

Section 7. Legal Requirements.

- 7.1 Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 Compliance with Applicable Laws.** RGS and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 Reporting Requirements.** If there is a statutory or other legal requirement for RGS to report information to another government entity, RGS shall be responsible for complying with such requirements.
- 7.4 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, RGS and any subcontractors shall comply with all applicable rules and regulations to which Agency is bound by the terms of such fiscal assistance program.

- 7.5 Licenses and Permits.** RGS represents and warrants to Agency that RGS and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to provide the services contemplated by this Agreement. RGS represents and warrants to Agency that RGS and its employees, agents, and subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions.
- 7.6 Nondiscrimination and Equal Opportunity.** RGS shall not discriminate on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided under this Agreement. RGS shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement.

Section 8. Keeping and Status of Records.

- 8.1 Records Created as Part of RGS' Performance.** All final versions of reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that RGS prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of Agency. RGS hereby agrees to deliver those documents to Agency upon termination of the Agreement, if requested. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for Agency and are not necessarily suitable for any future or other use.
- 8.2 Confidential Information.** RGS shall hold any confidential information received from Agency in the course of performing this Agreement in trust and confidence and will not reveal such confidential information to any person or entity, either during the term of the Agreement or at any time thereafter. Upon expiration of this Agreement, or termination as provided herein, RGS shall return materials which contain any confidential information to Agency. For purposes of this paragraph, confidential information is defined as all information disclosed to RGS which relates to Agency past, present, and future activities, as well as activities under this Agreement, which information is not otherwise of public record under California law. Agency shall notify RGS what information and documents are confidential and thus subject to this section 8.2.

8.3 RGS Books and Records. RGS shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to Agency under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment under this Agreement.

8.4 Inspection and Audit of Records. Any records or documents that Section 8.3 of this Agreement requires RGS to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of Agency. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of Agency or as part of any audit of Agency, for a period of three years after final payment under the Agreement.

Section 9. Non-assignment. This Agreement is not assignable either in whole or in part without the written consent of the other party.

Section 10. Amendments. This Agreement may be amended or modified only by written Agreement signed by both Parties.

Section 11. Validity. The invalidity, in whole or in part, of any provisions of this Agreement shall not void or affect the validity of any other provisions of this Agreement.

Section 12. Disputes. Should any dispute arise out of this Agreement, Agency agrees that it shall only file a legal action against RGS, and shall not file any legal action against any of the public entities that are members of RGS.

Section 13. Venue/Attorneys' Fees. Any suit or action initiated by either party shall be brought in Alameda County, California. In the event of litigation between the Parties hereto to enforce any provision of the Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs of litigation.

Section 14. Mediation. Should any dispute arise out of this Agreement, the Parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither Party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the Parties. If a mediated settlement is reached, neither Party shall be deemed the prevailing party for purposes of the settlement and each Party shall bear its own legal costs.

Section 15. Employment Offers to RGS Staff. Should Agency desire to offer permanent or temporary employment to an RGS employee who is either currently providing RGS services to Agency or has provided RGS services to Agency within the previous six months, said Agency will be charged a fee equal to the full-time cost of the RGS employee for one month, using the most recent RGS bill rate for the RGS employee's services to Agency. This fee is to recover RGS' expenses in recruiting the former and replacement RGS staff.

Section 16. Entire Agreement. This Agreement, including the **Exhibits**, comprises the entire Agreement for Management and Administrative Services [4/21 Rev 2]
Between the NORTH SIERRA AIR QUALITY MANAGEMENT DISTRICT and Regional Government Services Authority

Agreement.

Section 17. Indemnification.

17.1 RGS' indemnity obligations.

RGS shall indemnify, defend, and hold harmless Agency and its legislative body, boards and commissions, officers, and employees ("Indemnitees") from and against all claims, demands, and causes of action by third parties, including but not limited to attorneys' fees, arising out of RGS' performance of this Agreement, to the extent caused by RGS' negligent act, error, or omission. Nothing herein shall be interpreted as obligating RGS to indemnify Agency against its own negligence or willful misconduct.

Training disclaimer

Agency understands and acknowledges that RGS advisors may, as part of the scope of services under this Agreement, provide training on various matters including human resources, accounting, or management practices. The advice and guidance included in such training does not, and is not intended to, constitute legal advice; instead, all information, content, and materials provided are based on industry best practices, but may not be applicable in all situations. Agency staff should not act or refrain from acting on the basis of the information provided as part of a training without first seeking legal advice from counsel in its relevant jurisdiction and/or appropriate Agency approval. RGS' obligation to indemnify, defend, and hold harmless indemnities pursuant to this section 17.1 for professional errors and omissions shall not exceed \$500,000.

17.2 Agency's indemnity obligations. Agency shall indemnify, defend and hold harmless RGS and its officers, directors, employees and agents from any and all claims and lawsuits where such persons are named in the lawsuit solely because of a duty any of them performs in accordance with the services outlined in Exhibit B.

It is the intent of the parties here to define indemnity obligations that are related to or arise out of Agency's actions as a governmental entity. Thus, Agency shall be required to indemnify and defend only under circumstances where a cause of action is stated against RGS, its employees or agents:

- a. which is unrelated to the skill they have used in the performance of the duties delegated to them under this Agreement;
- b. when the allegations in such cause of action do not suggest the active fraud or other misconduct of RGS, its employees, or agents; or
- c. where an Agency employee, if he had been acting in a like capacity, otherwise would be acting within the scope of that employment.

Whenever Agency owes a duty hereunder to indemnify RGS, its employees or agents, Agency further agrees to pay RGS a reasonable fee for all time spent by any RGS employee, or spent by any person who has performed work pursuant to this Agreement, for the purpose of preparing for or testifying in any suit, action, or legal proceeding in connection with the services the assigned employee has provided under this Agreement.

17.3 Obligations and indemnity related to defined benefit retirement plan participation.

- a. RGS and Agency acknowledge and agree that, if Agency participates in a defined benefit plan (such as CalPERS, a pension plan, or Social Security) (“Retirement Program”), it is possible that the Retirement Program may find that RGS employees providing services pursuant to this Agreement are employees of Agency and should be registered with the Retirement Program as employees of Agency, which possibility is the same as if Agency were contracting with a private consulting firm. Pursuant to Section 5.1 of this Agreement, Agency has an obligation to treat all persons working for or under the direction of RGS as agents and employees of RGS, and not as agents or employees of Agency. Agency agrees not to ask RGS employees for personally identifying information.
- b. In the event that the Agency’s Retirement Program initiates an inquiry that includes examination of whether individuals providing services under this Agreement to Agency are Agency’s employees, Agency shall inform RGS within five days and share all communications and documents from the Retirement Program that it may legally share. In the event that either RGS or Agency files an appeal or court challenge, RGS and Agency each agree to cooperate with each other in responding to the inquiry and any subsequent administrative appeal or court challenge of an adverse determination. Notwithstanding Section 17.1 of this Agreement, RGS and Agency shall each bear their own costs in responding to an inquiry by a Retirement Program, including but not limited to costs of an administrative appeal or court challenge.
- c. In the event that any RGS employee or subconsultant providing services under this Agreement is determined by a court of competent jurisdiction or the Retirement Program to be eligible for enrollment in the Retirement Program as an employee of the Agency, to the fullest extent of the law, Agency shall indemnify, defend, and hold harmless RGS for any payment that Agency is required as a result to make to the Retirement Program, whether in the form of employee and/or employer contributions or any similar obligations as well as for the payment of any penalties and interest on such payments.

Section 18. Notices. All notices required by this Agreement shall be given to Agency and RGS in writing, by first class mail, postage prepaid, or by email transmission addressed as follows:

Agency: North Sierra Air Quality Management District
200 Litton Drive #320
Grass Valley, CA 95945

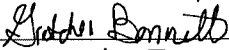
RGS: Regional Government Services Authority
P. O. Box 1350
Carmel Valley, CA 93924
Email: contracts@rgs.ca.gov

Notice by email transmission shall be deemed given upon verification of receipt if received before 5:00p.m. on a regular business day or else on the next business day.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the date first written by their respective officers duly authorized on their behalf.

DATED: 7/7/2021

Agency

By: 
Gretchen Bennett, Executive Director

DATED: 7/2/2021

Regional Government Services Authority

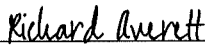
By: 
Richard H. Averett, Executive Director

Exhibit A

Compensation.

1. **Fees.** Agency agrees to pay to RGS the hourly rates set forth in the tables below for each RGS employee providing services to Agency, which are based in part on RGS' full cost of compensation and support for the RGS employee(s) providing the services herein described.

RGS and Agency acknowledge and agree that compensation paid by Agency to RGS under this Agreement is based upon RGS' costs of providing the services required hereunder, including salaries and benefits of employees. The Parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities for which RGS may be obligated for its employees or may otherwise be contractually obligated.

Consequently, the Parties agree that adjustments to the hourly rate shown below for "RGS Staff" will be made for changes to the salary and/or benefits costs provided by RGS to such employee. On July 1 of each year, RGS' hourly bill rates will be adjusted by the percentage change in the Consumer Price Index (Bureau of Labor Statistics, CPI for urban wage earners and clerical workers in the San Francisco-Oakland-San Jose area) ("CPI") for the twelve months through the end of December of the prior year. Irrespective of the movement of the CPI, RGS will not adjust its hourly rates downward; nor will RGS adjust its hourly rates upward in excess of a five percentage (5%) change, excepting instances where there was no increase in the prior year's hourly rates. In that event, RGS will adjust its hourly rates by the full percentage change in the CPI for the twelve months through the end of December of the prior year.

2. **Reimbursement of RGS' Administrative Cost.** Agency shall reimburse RGS for overhead as part of the hourly rate specified below, and direct external costs. Support overhead costs are those expenses necessary to administering this Agreement, and are included in the hourly rate. Direct external costs, including such expenses as travel or other costs incurred for the exclusive benefit of the Agency, will be invoiced to Agency when received and without mark-up. These external costs will be due upon receipt.
3. **Terms of Payment.** RGS shall submit invoices monthly for the prior month's services. Invoices shall be sent approximately 10 days after the end of the month for which services were performed and are due and shall be delinquent if not paid within 30 days of receipt. Delinquent payments will be subject to a late payment carrying charge computed at a periodic rate of one-half of one percent per month, which is an annual percentage rate of six percent, which will be applied to any unpaid balance owed commencing 7 days after the payment due date. Additionally, in the event the Agency fails to pay any undisputed amounts due to RGS within 15 days after payment due date, then Agency agrees that RGS shall have the right to consider said default a total breach of this Agreement and the duties of RGS under this Agreement may be terminated by RGS upon 5 working days' advance written notice.

Payment Process/Address. RGS prefers invoices be paid electronically. Please contact RGS for electronic payment instructions —

Jefferson Kise, MBA, RGS Finance and Operations Manager
(831) 308-2718 | jkise@rgs.ca.gov

[EXHIBIT A CONTINUES ON FOLLOWING PAGE]

Should it be necessary for payments to be made by check then please use the following address:

Regional Government Services Authority
 PO Box 1350 | Carmel Valley, CA 93924

AGENCY CONTACTS

Agency Billing Contact. Invoices are sent electronically only. Please provide the contact person to whom invoices should be sent:

NAME	EMAIL
Dawn Lundstrom, Business Mgr/Clerk of Board	dawnl@myairdistrict.com

Agency Insurance Contact. Please provide the contact person to whom the certificate of coverage should be sent:

NAME	EMAIL
Dawn Lundstrom, Business Mgr/Clerk of Board	dawnl@myairdistrict.com

RGS STAFF

CLASSIFICATION	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

*The Hourly Rate does not include direct external costs which will be invoiced to Agency with no markup and will fall outside of the not-to-exceed (if established) for services provided.

Exhibit B

Scope of Services. Subject to the terms and conditions of this Agreement, RGS shall assign RGS employee(s) to provide general human resources support to the North Sierra Air Quality Management District, hereafter "Agency" in the review of current human resources policies, and updates of human resources policies, which may require performing any or all of the functions described below:

1. Collect and review all existing personnel-related policy documents.
2. Provide a recommended set of comprehensive human resources policies to ensure transparency and ease of administration.
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.
4. Meet regularly and as often as necessary for the purpose of consulting about the scope of work performed with the appropriate Agency point(s) of contact and with the RGS Lead Advisor.
5. RGS will maintain open communication lines with the Agency through written documentation, video conference calls, phone, and e-mail.
6. RGS Advisors will be reasonably available to perform the services during the normal work week.
7. A Lead Advisor, who may perform work and direct projects to other RGS staff as needed, will lead the RGS team assigned. RGS staff will be assigned to the project or tasks at Lead Advisor's discretion.
8. The Agency will only be invoiced for the actual hours worked. The work will be done remotely unless onsite visits are authorized by the RGS Lead Advisor.

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: September 27, 2021

Agenda Item: IV.C

Agenda Description: Proposed Adoption of FY 2021-2022 Operating and Restricted Budget

At a regularly scheduled Air District Board meeting on June 28, 2021, a public hearing that was properly noticed was held to receive comments on the FY 2021-2022 Capital and Operating Budget. During the meeting, the Board reviewed and provided direction and comment on the preliminary FY 2021-2022 Capital and Operating Budget.

Requested Action:

1. Adopt FY 2021-2022 Capital and Operating Budget and authorize the Chair to sign Resolution #2021-07.

ROLL CALL VOTE REQUESTED

Attachment:

1. District's Fiscal Year 2021/2022 Capital and Operating Budget
2. Resolution # 2021-07

DISTRICT HEADQUARTERS

200 Litton Drive, Suite 320
Grass Valley, CA 95945
(530) 274-9360 / FAX (530) 274-7546
Email: office@myairdistrict.com or www.myairdistrict.com

NORTHERN FIELD OFFICE

257 E. Sierra, Unit E
Mailing Address: P.O. Box 2227
Portola, CA 96122
(530) 832-0102/FAX (530) 832-0101
email: Julie@myairdistrict.com

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

September 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

Final 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

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 \$103,711. 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 \$112,117. 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, \$10,000 increase in communication, \$15,000 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 \$103,711. 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
Final Operating Budget
Fiscal Year 2021 - 2022

Resource Report		
Cash available	06/30/21	\$ 1,436,709

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
Fund Balance Accounts Totals		942,792	1,432,661

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, Variance 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	41,000
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
10-4209	Gov't Funding, EPA Target 2018		30,000
10-4214	Gov't Funding, EPA Target 2015, Burnwise Coordinator	50,000	35,000
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	-
10-4303	Other Income, Rules, Copies, Subscr.	100	100
10-4310	Other Income, Interest Earned	15,000	25,000
Revenue Total:		\$ 1,248,640	1,040,477

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
Final 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
Salaries and Benefits Total:		\$ 772,971	797,138

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	25,000
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	22,000
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
Services and Supplies Total:		\$ 199,450	\$ 235,200

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
Final 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
Contribution to Other Agencies / Internal Grants Total:		\$ 8,650	\$ 28,650.00

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
Fixed Asset Purchases Total:		\$ 51,000	83,200

Budget Summary		Available Funding & Expenditures	
		FY 2020-2021	FY 2021-2022
Available Funding			
Fund Balance Total (<i>encumbered & earmarked reserves</i>)		942,792	1,432,661
Petty Cash		75	75
Revenue		1,248,640	1,040,477
Available Funding Total:		2,191,507	2,473,213
Salaries and Benefits (Object Level)		772,971	797,138
Services and Supplies (Object Level)		199,450	235,200
Pass-thru Funds / Internal Programs / Contributions to Other Agencies (Object Level)		8,650	28,650
Fixed Asset Purchases (Object Level)		51,000	83,200
Expenditure Total:		\$ 1,032,071	1,144,188

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT

RESOLUTION #2021-07

Whereas, the Governing Board of Directors for the Northern Sierra Air Quality Management District (District) is required by the California Health and Safety Code (HSC) Section 40130 to adopt a budget in an open process in order to educate the public of the costs and benefits of air quality improvement, and

Whereas, the District has prepared and made available to the public at least 30 days prior to public hearing, a summary of its budget and any supporting documents, and

Whereas, the District has noticed and held a public hearing for the exclusive purpose of reviewing its budget and providing the public with the opportunity to comment on the proposed budget, and

Whereas, the Board reviewed and provided direction to staff concerning the FY 2021-2022 Budget on June 28, 2021, and

Whereas, the District provided a public hearing on June 28, 2021, which was properly noticed.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, by the Northern Sierra Air Quality Management District Governing Board of Directors the FY 2021-2022 Capital and Operating Budget be adopted as presented in Exhibit A.

On a motion by Supervisor _____, and seconded by Supervisor _____, the foregoing resolution was approved and adopted by the Governing Board of Directors of the Northern Sierra Air Quality Management District at a regular meeting held on September 27, 2021, by the following roll call vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

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: September 27, 2021

Agenda Item: IV.D

Agenda Description: FY 2021-2022 Subvention Application

Issues: The District has been informed by the California Air Resources Board that Subvention Funding similar to the FY 2020-2021 amounts are available. The District has applied for a total amount of \$140,543 Subvention.

Requested Action:

1. Approve the FY 2021-2022 Subvention Request

ROLL CALL VOTE REQUESTED

Attachments:

1. Fiscal Year 2021-2022 Application for Subvention Funds
2. Fiscal Year 2020-2021 Year-End Financial Report

200 Litton Drive, Ste. 320
Grass Valley, CA 95945
(530) 274-9360, FAX: (530) 274-7546

September 17, 2021

California Air Resources Board
P.O. Box 1436
Sacramento, CA 95812-1436
Attention: Research and Process Control Unit

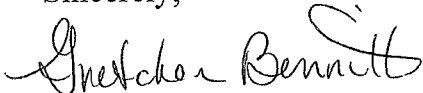
Re: FY 2021-2022 Application for Subvention

To Whom it May Concern,

Enclosed please find the District's application for the FY 2021-2022 subvention funds and supplemental funds. Also, the District has included the Year End Financial Report for FY 2020-2021. The District has included its Final Adopted Budget for FY 2021-2022.

Please feel free to call me at (530) 274-9360 X 502 if you have any questions or comments.

Sincerely,



Gretchen Bennett,
Air Pollution Control Officer

Enclosures:

- FY 2021-2022 Subvention Application
- FY 2021-2022 Supplemental Application
- FY 2020-2021 Year End Financial Report
- FY 2021-2022 Capital and Operating Budget

Air Resources Board

Form

Subvention Program

SP-1

2021/2022 Subvention Application

APPLICANT DISTRICT:

District Name: Northern Sierra Air Quality Management

Street Address: 200 Litton Drive, Suite 320

City: Grass Valley

Zip: 95945

Contact Person: Gretchen Bennitt

Phone: 530 274 9360

Type of Subvention: Coordinated Special
 Rural Non-Rural

Expenditures

1	Salaries and Benefits	797,138.00
2	Operating Expenses	2,184,703.00
3	Fixed Assets	83,200.00
4	Total Expenditures (Total of Lines 1 thru 3)	3,065,041.00

Revenue (Local Matching Funds)

5	County Contributions	62,669.00
6	Fees	741,100.00
7	Fines	12,500.00
8	Interest Earned	25,000.00
9	Other (Non-Grants): (Specify) - reserves	1,784,564.00
10	Total Local Matching Funds (Total of lines 5 thru 9)	2,625,833.00

State Subvention Funds

11	State Subvention Funds (Refer to Subvention Funds Worksheet Form SP-2)	103,200.00
12	State Supplemental Funds (Refer to Supplemental Funds Request form SP-3)	31,877.62
13	Total State Subvention Funds (Total of lines 11 thru 12)	135,077.62

Local Non-Matching Funds

14	ARB Contracts	60,708.00
15	Federal Grants/Contract	243,000.00
16	Other: (Specify)	0.00
17	Total Local Non-Matching Funds (add lines 14 thru 16)	303,708.00
18	Total Subvention Program Revenue (Total of Lines 10 & 13)	2,760,910.62

FEE SYSTEM CERTIFICATION: The district has a fee system in place as required by Health and Safety Code Section 39802

Yes No

I certify under penalty of perjury that to the best of my knowledge and belief, data in this application are true and correct. The document has been duly approved and authorized by the governing board of the applicant and the applicant will maintain a program in compliance with Title 17, Subchapter 3, Sections 90050 to 90500 of the California Code of Regulations.

I hereby certify under penalty of perjury that the receipt of these funds shall not result in the reduction of fees paid by permittees to the district and understand that any unspent or unencumbered state subvention funds must be returned to the Air Resources Board upon request pursuant to California Cod of Regulations §903060(d) and shall revert to the State General Fund.

DISTRICT AUTHORIZATION

Print (Name) Gretchen Bennitt

Signature: Gretchen Bennitt

Title: APCO

Date: 09/17/2021

**Air Resources Board
Subvention Program**

Form
SP-2

2021/2022 Subvention Funds Worksheet

APPLICANT DISTRICT:

District Name: Northern Sierra Air Quality Management
Street Address: 200 Litton Drive, Suite 320
City: Grass Valley Zip: 95945
Contact Person: Gretchen Bennitt Phone: 530 274 9360

COORDINATED BASE SUBVENTION

Non-Rural

It is estimated that the per capita rate will be **\$0.23** if the appropriate match (one to one) is provided

Rural

It is estimated that the per-capita rate will be **\$0.23** but not less than \$34,400 if the appropriate match (one to one) is provided and a fee system is in place.

A. Coordinated Base Subvention:

(Enter) District Population - _____ X 0.23 _____ 0.00

OR

B. Enter - **\$34,400** (rural districts) _____ 103,200.00

C. Enter the greater amount (Between A & B) _____ 103,200.00

3. SUPPLEMENTAL SUBVENTION

Supplemental subvention funds will be limited in total by the amount requested by the district on the Supplemental Funds Request form. Therefore, please be sure the Supplemental Funds Form SP-3 is a complete listing of any projects or purchases requiring funding.

DISTRICT AUTHORIZATION

Print (Name) Gretchen Bennitt
Signature: *Gretchen Bennitt*
Title: APCO
Date: 09/17/2021

**Air Resources Board
Subvention Program
20201 / 2022 Supplemental Funds Request**

Form
SP-3

APPLICANT DISTRICT:

District Name: Northern Sierra Air Quality Management
 Street Address: 200 Litton Drive, Suite 320
 City: Grass Valley Zip: 95945
 Contact Person: Gretchen Bennitt Phone 530 274 9360

Proposed use of Supplemental Funds for Subvention Year: 2021/2022

Item / Activity	Time Frame for Purchasing or Completing Activity	Amount
1. CEQA for 3 counties 2. Federal nonattainment plan for Portola	ongoing	120,000
3. Federal Nonattainment Plan for W. Nevada County 4. Public Education	ongoing	120,000
5. Releasing health advisories	when necessary	31,877.62
6. California Clean Air Act requirements	ongoing	50,000
Total Supplemental Funds Requested		31,877.62

I certify under penalty of perjury that to the best of my knowledge and belief, data in this application are true and correct.

District Authorization

Gretchen Bennitt
Signature

Sept 17, 2021
Date

Type Title and Name Gretchen Bennitt, APCO

Air Resources Board

Form
SP-4

2021 / 2022 Subvention Program: Year-End Financial Report

APPLICANT DISTRICT:		<u>Northern Sierra Air Quality Management</u>	
Street Address:	<u>200 Litton Drive, Suite 320</u>	Zip:	<u>95945</u>
City:	<u>Grass Valley</u>	Phone:	<u>530 274 9360</u>
Contact Person:	<u>Gretchen Bennitt</u>		

REPORT OF ACTUAL EXPENDITURES & REVENUE FOR SUBVENTION YEAR 2020-2021

Actual Expenditures			
1	Salaries and Benefits		788,308.00
2	Operating Expenses		2,477,321.00
3	Fixed Assets		9,494.00
4	Total Expenditures (Lines 1 thru 3)		3,275,123.00
Actual Revenue			
Local Matching Funds			
5	County Contributions		62,670.00
Fees			
a	Operating Permits		67,757.00
b	Variance / Hearing Board		325.00
c	Engineering (Permits A to C)		41,515.00
d	Motor Vehicle Registration Surcharge		0.00
e	Toxic Hot Spots		0.00
f	Source Test		7,067.00
g	Vapor Recovery		22,761.00
h	Clear Air Act		0.00
i	Asbestos		0.00
j	Clean Fuels		0.00
k	Ag Burning		201,570.00
l	Trip Reduction		0.00
m	<i>Others Fee (Please enter info on form 4a)</i>		448,284.00
n	Carryover Fees from Prior Fiscal Years		0.00
6	Total Fees		789,279.00
7	Fines		51,250.00
8	Interest Earned		31,828.00
9	Other (Non-Grants): (Describe)		0.00
10	Total Local matching Funds (add lines 5,6,7,8 & 9)		935,027.00
Total Subvention revenue received from ARB			
11	State Subvention Fund Coordinated Base and Special Subvention Award (Refer to Award Letter)		
12	Total State Subvention Funds		0.00
Local Non-Matching Funds			
13	ARB Contracts		1,624,675.00
14	Carl Moyer Program		179,456.00
15	Perp Inspections		25,070.00
16	Federal Grants / Contract		59,000.00
17	Other (FEDERAL) (Specify)		
18	Total Local Non-Matching Funds (lines 13 thru 17)		1,888,201.00
19	Total Subvention Program Revenue (lines 10 and 12)		935,027.00
20	Total Unspent or Unencumbered State Subvention Funds**		0.00

**Any unspent or unencumbered State Subvention Funds must be returned to the Air Resources Board pursuant to California Code of Regulations §90360(d) and will be reverted to the State General Fund.

2021 / 2022 Subvention Program: Year-End Financial Report

I certify under penalty of perjury that the foregoing is true and correct. I hereby certify I under penalty of perjury that the receipt of these funds did not result in the reduction of fees paid by permittees to the district and funds were spent in compliance with the provisions of Title 17, Subchapter 3, Sections 90050 through 90500 of the California Code of Regulations. I hereby certify that the applicable evaluation criteria established in the Air Resources Board's "Evaluation Criteria for Air Pollution Control Districts Participating in the Subvention Program," adopted on April 23, 1981, and amended May 27, 1983 were accomplished.

District Authorization

Gretchen Bennitt
Signature

9-17-21
Date

Typed Name, Title

Gretchen Bennitt, APCO

**Air Resources Board
Subvention Program
2021/2022 Year-End Financial Report**

Form
SP-4a

APPLICANT DISTRICT: Northern Sierra Air Quality Management
Street Address: 200 Litton Drive, Suite 320
City: Grass Valley **Zip:** 95945
Contact Person: Gretchen Bennitt **Phone:** 530 274 9360

Line M - Other Fees

Number	Please specify	Amount
1	stove inspection	2,124.00
2	carl moyer admin	25,000.00
3	ab923 admin	2,938.00
4	rx fire admin	140,498.00
5	rx fire monitor	964.00
6	197 admin	0.00
7	epa burnwise	35,055.00
8	epa target admin	55,945.00
9	farmer admin	159,083.00
10	ab617 incentives admin	26,677.00
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
Total		\$ 448,284.00

DISTRICT AUTHORIZATION

Print (Name) Gretchen Bennitt
 Signature: *Gretchen Bennitt*
 Title: APCO
 Date: 09/17/2021

DISTRICT HEADQUARTERS

200 Litton Drive, Suite 320
Grass Valley, CA 95945
(530) 274-9360 / FAX (530) 274-7546
Email: office@myairdistrict.com or www.myairdistrict.com

NORTHERN FIELD OFFICE

257 E. Sierra, Unit E
Mailing Address: P.O. Box 2227
Portola, CA 96122
(530) 832-0102/FAX (530) 832-0101
email: Julie@myairdistrict.com

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

September 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

Final 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

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 \$103,711. 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 \$112,117. 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, \$10,000 increase in communication, \$15,000 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 \$103,711. 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
Final Operating Budget
Fiscal Year 2021 - 2022

Resource Report	
Cash available	06/30/21 \$ 1,436,709

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
Fund Balance Accounts Totals		942,792	1,432,661

Revenue		FY 2020-	
Account #	Description	2021	FY 2021-2022
		10-4002	Fees, Permit to Operate
10-4004	Fees, Vapor Recovery	20,000	20,000
10-4005	Fees, Variance 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	41,000
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
10-4209	Gov't Funding, EPA Target 2018	-	30,000
10-4214	Gov't Funding, EPA Target 2015, Burnwise Coordinator	50,000	35,000
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	-
10-4303	Other Income, Rules, Copies, Subscr.	100	100
10-4310	Other Income, Interest Earned	15,000	25,000
Revenue Total: \$		1,248,640	1,040,477

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
Final 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
Salaries and Benefits Total:		\$ 772,971	797,138

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	25,000
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	22,000
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
Services and Supplies Total:		\$ 199,450	\$ 235,200

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
Final 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
Contribution to Other Agencies / Internal Grants Total:		\$ 8,650	\$ 28,650.00

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
Fixed Asset Purchases Total:		\$ 51,000	83,200

Budget Summary		Available Funding & Expenditures	
		FY 2020-2021	FY 2021-2022
Available Funding			
Fund Balance Total (<i>encumbered & earmarked reserves</i>)		942,792	1,432,661
Petty Cash		75	75
Revenue		1,248,640	1,040,477
Available Funding Total:		2,191,507	2,473,213
Salaries and Benefits (Object Level)		772,971	797,138
Services and Supplies (Object Level)		199,450	235,200
Pass-thru Funds / Internal Programs / Contributions to Other Agencies (Object Level)		8,650	28,650
Fixed Asset Purchases (Object Level)		51,000	83,200
Expenditure Total:		\$ 1,032,071	1,144,188

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: September 27, 2021

Agenda Item: IV.E

Agenda Description: Resolution to accept \$2,655,967 from the U.S. Environmental Protection Agency to reduce emissions of PM in Portola, CA

Issues: The EPA has requested a resolution from NSAQMD officially accepting the 2019-2020 Targeted Airshed Grant Program award from the EPA for \$2,655,967

Requested Action: Approve Resolution # 2021-08

ROLL CALL VOTE REQUESTED

Attachments:

1. Resolution # 2021-08

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
RESOLUTION #2021-08**

In the Matter of: Entering in a Subgrantee Agreement with the California Air Resources Board in order to accept 2019/2020 Targeted Airshed Grant Program Award from the Environmental Protection Agency (EPA) in the amount of \$2,655,967.

Whereas, the EPA received funding in the 2010, 2015, 2016, 2017 and 2019 Appropriations Act to reduce air pollution in the nation's areas with the highest levels of ozone or particulate matter (PM2.5) exposure; and

Whereas, exposure to these pollutants are associated with numerous adverse human health effects, including increased respiratory symptoms, hospitalization for heart and lung diseases and even premature death; and

Whereas, Congress again directed the EPA in the 2020 Consolidated Appropriations Act to make funds available for competitive grants to reduce air pollution in nonattainment areas that the Agency determines are ranked as the top five most polluted areas relative to the ozone, annual PM2.5 , or 24-hour PM2.5 standards; and

Whereas, using air quality information from EPA's air quality databases, the Office of Air and Radiation of the EPA identified Plumas County (Portola) as a federal PM2.5 nonattainment area based on the annual PM2.5 federal standard; and

Whereas, based upon air quality information for the year 2019, the EPA identified the Portola PM2.5 nonattainment area as one of the five worst areas for annual PM2.5 values in the nation; and

Whereas, in response to the EPA "2019 Targeted Airshed Grant Program" Request for Applications, and in conjunction with the California Air Resources Board, the District submitted a grant proposal to primarily reduce emissions from wood stoves and wood burning appliances in the Portola Nonattainment Area; and

Whereas, the proposal, officially titled, "Portola PM2.5 Nonattainment Area Air Shed Project" was approved for funding by the EPA on September 5, 2021; and

Whereas, to receive the funding, District must enter into a Subgrantee Agreement with the California Air Resources Board.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Northern Sierra Air Quality Management District Board of Directors hereby authorizes the Air Pollution Control Officer to execute an agreement with CARB on behalf of the District and to accept 2109/2020 Targeted Airshed Grant funding. **FURTHER**, that the Executive Director (APCO) is authorized to execute the grant agreement approved as to legal form. **FURTHER**, that the Executive Director is authorized to assign excess or additional funds under this program to eligible projects and direct staff to perform actions necessary to comply with program requirements.

In 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 September 27, 2021, by the following roll call vote:

Ayes:

Noes:

Absent:

Abstaining:

Approve: _____
Sharon Thrall, Chair of Board

Attest: _____
Dawn Lunsford, Clerk of the Board

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennett, Air Pollution Control Officer

Date: September 27, 2021

Agenda Item: V.A

Agenda Description: Discussion and Adoption of the AB2766 DMV Surcharge Proposals for Grant Year 2022

Issues:

The District received the project proposals presented in the attachments. Project proponents were requested to attend today's meeting to respond to any questions from the Board.

Per the Request for Proposal adopted by the Board during the April 22, 2019 meeting, the following sunset criteria applies:

SUNSETTING

The sunset criteria is designed to generate new, innovative proposals and discourage participant from considering AB2766 funds as a perpetual funding source for operating expenses. Projects that have received funding for **three years or more** fall under the sunset category. These projects are only eligible for funds that remain after the District Governing Board approves non-sunsetting projects. Projects that were subjected to the sunset requirements the previous funding year may participate the following year as a regular project and will be evaluated as if it were a new project. Basically, the clock is reset and these projects have another three years before falling under the sunset category.

Requested Action:

1. Listen to presentation from grantees, consider approval of proposals

ROLL CALL VOTE REQUESTED

Attachments:

1. Ranking and Discussion of Grant Year 2022 AB2766 Projects
2. Spreadsheet - AB2766 Available Funds Grant Year 2022 Cycle
3. Individual Project Proposals (available online)
 - Individual Project Proposal #1 – Tahoe-Truckee Unified School District
 - Individual Project Proposal #2 – McGarr Excavations, Inc
 - Individual Project Proposal #3 - Town of Truckee
 - Individual Project Proposal #4 – Nevada County Public Works
 - Individual Project Proposal #5 – All Phase Landscape and Excavation
 - Individual Project Proposal #6 - Incorporated Senior Citizens of Sierra County
 - Individual Project Proposal #7 – Sierra Senior Services
 - Individual Project Proposal #8 – City of Grass Valley
 - Individual Project Proposal #9 – Plumas County Transportation Commission

Grant Year 2022 AB 2766 Ranking and Discussion of Projects

District staff has evaluated all of the submitted projects.

- There is one applicant for the \$5,752 funds available for projects in Sierra County.
- There are five applicants for the \$179,808 funds available for projects in Nevada County.
- There are three applicants for the \$33,670 funds available for projects in Plumas County.

All Projects listed below are ranked from high to low, based on scoring criteria outlined in the Grant Year 2022 Request for Proposals (RFP).

1. Applicant: Tahoe Truckee Unified School District

County: Nevada

Total AB 2766 Funding Request: \$75,000.00

Co-Funding: \$81,777.00

Cost Effectiveness: \$4.49 per pound

Brief Summary: Replace an older school bus with a new bus that utilizes a NOx and PM emission control system.

2. Applicant: McGarr Excavation, Inc.

County: Plumas

Total AB 2766 Funding Request: \$33,670

Co-Funding: \$40,000

Cost Effectiveness: \$18.99 per pound

Brief Summary: Replace a non EPA compliant roller with an EPA compliant roller.

3. Applicant: Town of Truckee

County: Nevada

Total AB 2766 Funding Request: \$50,000.00

Co-Funding: \$350,000.00

Cost Effectiveness: \$34.99 per pound

Brief Summary: Installation and purchase of a renewable diesel full tank and infrastructure.

4. Applicant: Nevada County Public Works

County: Nevada

Total AB 2766 Funding Request: \$179,808.00

Co-Funding: \$100,279.00

Cost Effectiveness: \$1.71 per pound

Brief Summary: Replace a non EPA compliant street sweeper with an EPA compliant street sweeper.

5. Applicant: All Phase Landscape and Excavation

County: Plumas

Total AB 2766 Funding Request: \$33,670.00

Co-Funding: \$15,330.00

Cost Effectiveness: \$20.64 per pound

Brief Summary: Replace a non EPA compliant roller with an EPA compliant roller.

6. **Applicant:** Incorporated Senior Citizens of Sierra County
County: Sierra
Total AB 2766 Funding Request: \$5,752.00
Co-Funding: \$84,000.00
Cost Effectiveness: \$30.93 per pound
Brief Summary: Support for continued operations of the senior van pool services program which provides group transit services for disabled and/or senior residents of Sierra County. The Incorporated Senior Citizens of Sierra County have been awarded this grant for the last three years, so the sunseting criteria has been met.

7. **Applicant:** Sierra Senior Services
County: Nevada
Total AB 2766 Funding Request: \$37,800.00
Co-Funding: \$12,575.00.00
Cost Effectiveness: \$88.53 per pound
Brief Summary: Purchase one zero emission vehicle to replace two gas vehicles used for the delivery of Meals on Wheels to homebound seniors.

8. **Applicant:** City of Grass Valley
County: Nevada
Total AB 2766 Funding Request: \$55,000.00
Co-Funding: \$40,000.00
Cost Effectiveness: \$97.64 per pound
Brief Summary: Purchase two zero emission vehicles and purchase and installation of charging station equipment to replace two gas vehicles used for City use.

9. **Applicant:** Plumas County Transportation Commission
County: Plumas
Total AB 2766 Funding Request: \$25,800.00
Co-Funding: \$5,500
Cost Effectiveness: \$86.36 per pound
Brief Summary: Purchase and installation of bike racks, County wide.

RFPs Submitted for Grant Cycle Year 2020

County	Applicant	Project Description	Ranking (100 pts Max.)	Requested Grant Amount	Co-Funding by Applicant	Percent of Co-Funding	Cost Effectiveness Score	Emissions Reduced (lbs)	Possible Grant Amount
Nevada	Tahoe Truckee Unified School District	Purchase of a low Nox School Bus	86	\$ 75,000.00	\$ 81,777.00	30%	15 year project life: \$ 4.49 per pound	1387	
Nevada	Town of Truckee	Renewable diesel fuel tank and infrastructure	83	\$ 50,000.00	\$ 350,000.00	88%	20 year project life: \$ 34.99 per pound	270	
Nevada	Nevada County Public Works	Purchase of an EPA compliant Street Sweeper	78	\$ 179,808.00	\$ 100,279.00	30%	15 year project life: \$ 1.71 per pound	8406	
Nevada	Sierra Senior Services, Truckee	Replace TWO gas powered vehicles with ONE electric vehicle	64	\$ 37,800.00	\$ 12,575.00	30%	10 year project life: \$ 88.53 per pound	52	
Nevada	City of Grass Valley	Replace TWO gas powered vehicles with TWO electric vehicle and charging system	63	\$ 55,000.00	\$ 40,000.00	42%	10 year project life: \$ 97.64 per pound	66	

Total of Requested Grant Amounts: \$ 397,608.00

Amount available for Disbursement: \$179,808

Sierra	Inc. Senior Citizens of Sierra County	Subsidized van pool services for senior citizens	74	\$ 5,752.00	\$ 84,000.00	93%	1 year project life: \$ 30.93 per pound	177	
--------	---------------------------------------	--	----	-------------	--------------	-----	---	-----	--

Total of Requested Grant Amounts: \$ 5,752.00

Amount available for Disbursement: \$5,752

Plumas	McGarr Excavation, Inc.	Purchase of an EPA compliant roller	83	\$ 33,670.00	\$ 40,000.00	54%	10 year project life: \$ 18.99 per pound	213	
Plumas	All Phase Landscape and Excavaion	Purchase of an EPA compliant roller	75	\$ 33,670.00	\$ 15,330.00	31%	10 year project life: \$ 20.64 per pound	196	
Plumas	Transportation Commission	Installation of Bike Racks	35	\$ 25,800.00	\$ 5,500.00	17%	10 year project life: \$ 86.36 per pound	53	

Total of Requested Grant Amounts: \$ 93,140.00

Amount available for Disbursement: \$33,670

\$ 33,670.00

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: September 27, 2021

Agenda Item: V.B

Agenda Description: Public Hearing and recommended action for use of AB617 implementation funds to assist the City of Portola in the purchase of a chipper to reduce PM emissions from green waste.

Issues:

The City of Portola is a low income community as specified by AB1550. They also experience some of the worst PM2.5 concentrations in the nation. Green waste (or residential yard waste) can cause PM emissions when burned in open piles. Chipping is a viable and much cleaner option to open burning. The City of Portola has requested \$15,000 to assist in the purchase of a chipper to remove green waste. AB617 implementation funding is available and the California Air Resources Board has approved the use of these funds for this purpose.

Requested Action:

1. Open a public hearing to receive testimony from the public as to the District's recommendation to utilize the AB617 implementation funds to assist the City of Portola in purchasing a chipper.
2. Approve that the Executive Director can sign an agreement which awards \$15,000 of AB617 implementation funding to the City of Portola to assist in the purchase of a chipper.

Attachments: None

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: September 27, 2021

Agenda Item: V.C

Agenda Description: Re-appointment of Variance Hearing Board Members – Tim Corkins and Tina Venable

Issues: The Air District's Hearing Board is composed of five members: a lawyer, a doctor, an engineer, and two public members. The Hearing Board serves various functions: It has sole authority to grant a variance, allowing a company to continue operating in violation of a District rule while the problem is being corrected; it can hear requests for appeal of decisions rendered by the APCO, either from industry or a private citizen; it can issue abatement orders; and revoke a source's permit.

The following current Hearing Board members have agreed to serve another three year term:

Tim Corkins (Public) was originally appointed on February 23, 2004 and is the CEO of Z.A.P. Manufacturing in Grass Valley. He is also a member of the Board of Directors of the Nevada County Economic Resource Council, and holds the position of Treasurer. Mr. Corkins has agreed to serve for another three year term.

Tina Venable, RN, PHN III (Medical) was originally appointed on January 25, 2010. Ms. Venable has agreed to serve for another three year term.

Requested Action:

1. Approve or deny the renewal of term for Tim Corkin and Tina Venable from September 27, 2021 to September 27, 2024.

ROLL CALL VOTE REQUESTED

Attachment: Hearing Board Member list for 2021 (proposed)

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT HEARING BOARD

APPOINTED TERM

Tim Corkins (Hearing Board Chair)(Public)	2/23/04	2/23/07
Z.A.P. Manufacturing, Inc.	3/8/07	3/8/10
12086 Charles Drive	01/25/10	01/25/13
Grass Valley, CA 95945	10/22/12	10/22/15
(530) 272-8855	9/28/15	9/28/18
timcorkins@zapmfg.com	6/25/18	6/25/21
	9/27/21	9/27/24

Jennifer McQuarrie (Law)	3/25/19	3/25/22
Law Office of Jennifer McQuarrie		
PO Box 1151		
Quincy, CA 95971-1151		
Cell (805) 252-1080		
Fax (888) 900-3407		
mcquarrielaw@gmail.com		

VACANT (Public)

Tina Venable, RN, PHN III (Medical)	01/25/10	01/25/13
270 County Hospital Road, Suite 111	10/22/12	10/22/15
Quincy, CA 95971	9/28/15	9/28/18
Office (530) 283-6330	6/25/18	6/25/21
Fax (530) 283-6110	9/27/21	9/27/24
tinavenable@countyofplumas.com		

Greg Margason (Engineer)	1/24/11	1/24/14
276 Katherine Street	11/25/13	11/25/16
Quincy, CA 95971	10/24/16	10/24/19
(530) 283-0686	8/26/19	8/26/22
margasongreg@gmail.com		

LAST UPDATED 9/27/21

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: September 27, 2021

Agenda Item: VI.C

Agenda Description: Payment Details by Vendor Board Report – April – August 2021

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

Requested Action: Review and approve reports.

ROLL CALL VOTE REQUESTED

Attachments:

1. Payment Details by Vendor Board Report – June 2021
2. Payment Details by Vendor Board Report - July 2021
1. Payment Details by Vendor Board Report – August 2021

12:00 PM
09/14/21

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

Type	Date	Num	Memo	Account	Amount
Adecco					
Bill Pmt -Check	06/03/2021	234302	test	10-1000 · Cash, Operating Ge...	-147.06
Bill Pmt -Check	06/14/2021	234691	test	10-1000 · Cash, Operating Ge...	-61.28
Bill Pmt -Check	06/17/2021	234854	test	10-1000 · Cash, Operating Ge...	-36.77
Bill Pmt -Check	06/30/2021	235524		10-1000 · Cash, Operating Ge...	-126.72
Total Adecco					-371.83
ADP Fees					
Bill Pmt -Check	06/04/2021	EFT2607587	PPE 5/25/21	10-1003 · Cash, Bank Payroll ...	-49.07
Bill Pmt -Check	06/18/2021	EFT9068050	PPE 6/18/21	10-1003 · Cash, Bank Payroll ...	-49.07
Total ADP Fees					-98.14
All Star Chimney, Eli Marchus					
Bill Pmt -Check	06/30/2021	V944184	EPA 2015-Morgan	20-1000 · Cash, Restricted Fu...	-119.00
Total All Star Chimney, Eli Marchus					-119.00
Asquith Business Service					
Bill Pmt -Check	06/03/2021	V942997	PPE 5/28/21	10-1000 · Cash, Operating Ge...	-275.00
Bill Pmt -Check	06/17/2021	V943800	PPE 6/11/21	10-1000 · Cash, Operating Ge...	-220.00
Total Asquith Business Service					-495.00
AT&T CALNET 3					
Bill Pmt -Check	06/14/2021	234777		10-1000 · Cash, Operating Ge...	-83.33
Bill Pmt -Check	06/17/2021	234931		10-1000 · Cash, Operating Ge...	-87.56
Bill Pmt -Check	06/30/2021	235557		10-1000 · Cash, Operating Ge...	-23.67
Total AT&T CALNET 3					-194.56
B of A					
Bill Pmt -Check	06/03/2021	V942923	PPE 5/25/21, paydate 6/3/21	10-1000 · Cash, Operating Ge...	-17,330.48
Bill Pmt -Check	06/17/2021	V943711	PPE 6/11/21	10-1000 · Cash, Operating Ge...	-17,505.32
Bill Pmt -Check	06/30/2021	V944118	Paydate 7/1/21	10-1000 · Cash, Operating Ge...	-17,543.72
Total B of A					-52,379.52
Bennitt, Gretchen					
Bill Pmt -Check	06/17/2021	V943694	Vision FY20-21	10-1000 · Cash, Operating Ge...	-495.40
Total Bennitt, Gretchen					-495.40
CALPERS (Health)					
Bill Pmt -Check	06/30/2021	910340	July 2021	10-1000 · Cash, Operating Ge...	-6,178.58
Total CALPERS (Health)					-6,178.58

71

12:00 PM
09/14/21

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

Type	Date	Num	Memo	Account	Amount
CALPERS (Retirement)					
Bill Pmt -Check	06/03/2021	910258	PPE 5/28/21	10-1000 · Cash, Operating Ge...	-2,102.64
Bill Pmt -Check	06/03/2021	910260	PPE 5/28/21	10-1000 · Cash, Operating Ge...	-1,276.30
Bill Pmt -Check	06/17/2021	910296	Monthly Classic contribution	10-1000 · Cash, Operating Ge...	-7,909.95
Bill Pmt -Check	06/17/2021	910297	PPE 6/11/21	10-1000 · Cash, Operating Ge...	-2,102.64
Bill Pmt -Check	06/17/2021	910299	PPE 6/11/21	10-1000 · Cash, Operating Ge...	-1,296.37
Bill Pmt -Check	06/17/2021	910300	Monthly PERPA unfunded liabi...	10-1000 · Cash, Operating Ge...	-76.88
Bill Pmt -Check	06/30/2021	910341	PPE 6/25/21	10-1000 · Cash, Operating Ge...	-2,102.64
Bill Pmt -Check	06/30/2021	910343	PPE 6/25/21	10-1000 · Cash, Operating Ge...	-1,310.54
Total CALPERS (Retirement)					-18,177.96
CALPERS 457 PLAN					
Bill Pmt -Check	06/03/2021	910259	PPE 5/27/21	10-1000 · Cash, Operating Ge...	-1,620.00
Bill Pmt -Check	06/17/2021	910298	PPE 6/11/21	10-1000 · Cash, Operating Ge...	-1,570.00
Bill Pmt -Check	06/30/2021	910342	PPE 6/25/21	10-1000 · Cash, Operating Ge...	-1,620.00
Total CALPERS 457 PLAN					-4,810.00
David Nicholas					
Bill Pmt -Check	06/14/2021	V943672	tuition reimbursement	10-1000 · Cash, Operating Ge...	-2,718.00
Total David Nicholas					-2,718.00
Dawn Lundford					
Bill Pmt -Check	06/17/2021	V943810		10-1000 · Cash, Operating Ge...	-731.50
Bill Pmt -Check	06/30/2021	V944181	Vision	10-1000 · Cash, Operating Ge...	-444.80
Total Dawn Lundford					-1,176.30
Diversified Resources, Inc.					
Bill Pmt -Check	06/14/2021	234788	CMP2020-08 and AB923	20-1000 · Cash, Restricted Fu...	-418,713.75
Total Diversified Resources, Inc.					-418,713.75
English Mountain Ranch					
Bill Pmt -Check	06/17/2021	V943729		10-1000 · Cash, Operating Ge...	-4,173.04
Total English Mountain Ranch					-4,173.04
Hahn, J. aka Wolf Creek Wood Stoves					
Bill Pmt -Check	06/03/2021	V942981	2021-521 EPA 2015 Diaz	20-1000 · Cash, Restricted Fu...	-3,500.00
Total Hahn, J. aka Wolf Creek Wood Stoves					-3,500.00
Intermountain Disposal, Inc. Vendor					
Bill Pmt -Check	06/14/2021	234773		10-1000 · Cash, Operating Ge...	-16.57
Bill Pmt -Check	06/14/2021	234774		20-1000 · Cash, Restricted Fu...	-125.00
Total Intermountain Disposal, Inc. Vendor					-141.57

72

12:00 PM
09/14/21

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

Type	Date	Num	Memo	Account	Amount
Kleinhans, Ursula M.					
Bill Pmt -Check	06/17/2021	234923	July 2021 rent Portola	10-1000 · Cash, Operating Ge...	-533.53
Total Kleinhans, Ursula M.					-533.53
Longmire, Sam					
Bill Pmt -Check	06/30/2021	235528	Vision	10-1000 · Cash, Operating Ge...	-502.00
Total Longmire, Sam					-502.00
Nevada County Auditor Controller					
Bill Pmt -Check	06/30/2021	213484	Flnplus accounting payable pr...	10-1000 · Cash, Operating Ge...	-2,034.72
Total Nevada County Auditor Controller					-2,034.72
Quincy Hot Spot					
Bill Pmt -Check	06/03/2021	234335		20-1000 · Cash, Restricted Fu...	-9,500.00
Bill Pmt -Check	06/14/2021	234709	EPA 2015 TAG 2017-180 Hu...	20-1000 · Cash, Restricted Fu...	-4,662.03
Bill Pmt -Check	06/17/2021	234885		20-1000 · Cash, Restricted Fu...	-5,410.22
Total Quincy Hot Spot					-19,572.25
Ruiz, Julie					
Bill Pmt -Check	06/14/2021	V943665	PM.5 Monitoring Chester	10-1000 · Cash, Operating Ge...	-100.80
Total Ruiz, Julie					-100.80
SDRMA Special Dist Risk Mgnt Authority					
Bill Pmt -Check	06/03/2021	V942900	Workers' Compensation 21-22	10-1000 · Cash, Operating Ge...	-4,677.43
Bill Pmt -Check	06/14/2021	V943645	FY 21-22	10-1000 · Cash, Operating Ge...	-12,278.64
Total SDRMA Special Dist Risk Mgnt Authority					-16,956.07
Sierra Commons					
Bill Pmt -Check	06/17/2021	V943765		20-1000 · Cash, Restricted Fu...	-9,665.54
Total Sierra Commons					-9,665.54
Town of Truckee					
Bill Pmt -Check	06/17/2021	V943682	Electric vehicle AB2018-04	20-1000 · Cash, Restricted Fu...	-4,950.00
Total Town of Truckee					-4,950.00
US Bank					
Bill Pmt -Check	06/17/2021	234900	various vendors	20-1000 · Cash, Restricted Fu...	-1,004.91
Bill Pmt -Check	06/17/2021	234900	various vendors	10-1000 · Cash, Operating Ge...	-7,212.12
Total US Bank					-8,217.03

12:00 PM
09/14/21

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

Type	Date	Num	Memo	Account	Amount
Wizix Technology Group Bill Pmt -Check	06/17/2021	234953		10-1000 · Cash, Operating Ge...	-87.53
Total Wizix Technology Group					-87.53
TOTAL					-576,362.12

74

11:57 AM
09/14/21

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

Type	Date	Num	Memo	Account	Amount
Adecco					
Bill Pmt -Check	07/15/2021	235895	test	10-1000 · Cash, Operating Ge...	-139.50
Bill Pmt -Check	07/29/2021	236353	Mejia PP 7/11 and 7/18	10-1000 · Cash, Operating Ge...	-83.70
Total Adecco					-223.20
ADP Fees					
Bill Pmt -Check	07/02/2021	EFT	Processing charges Time she...	10-1003 · Cash, Bank Payroll ...	-38.72
Bill Pmt -Check	07/09/2021	EFT070921	payroll processing	10-1003 · Cash, Bank Payroll ...	-49.07
Bill Pmt -Check	07/16/2021	EFT	Processing fee 7/9/2021	10-1003 · Cash, Bank Payroll ...	-49.07
Bill Pmt -Check	07/30/2021	EFT	Processing Time sheets	10-1003 · Cash, Bank Payroll ...	-38.72
Total ADP Fees					-175.58
All Star Chimney, Eli Marchus					
Bill Pmt -Check	07/15/2021	V944955	EPA 2015 2020-458 Heuser	20-1000 · Cash, Restricted Fu...	-119.00
Total All Star Chimney, Eli Marchus					-119.00
Arizona Department of Environmental Quality					
Bill Pmt -Check	07/15/2021	235935	Aug 10, 21 training for Julie	10-1000 · Cash, Operating Ge...	-125.00
Total Arizona Department of Environmental Quality					-125.00
Asquith Business Service					
Bill Pmt -Check	07/15/2021	V944930	PPE 7/9/21	10-1000 · Cash, Operating Ge...	-302.50
Bill Pmt -Check	07/29/2021	V945409	PPE 7/23/21	10-1000 · Cash, Operating Ge...	-770.00
Total Asquith Business Service					-1,072.50
AT&T CALNET 3					
Bill Pmt -Check	07/15/2021	235962		10-1000 · Cash, Operating Ge...	-83.43
Bill Pmt -Check	07/29/2021	236436		10-1000 · Cash, Operating Ge...	-111.21
Total AT&T CALNET 3					-194.64
B of A					
Bill Pmt -Check	07/15/2021	V944844		10-1000 · Cash, Operating Ge...	-17,543.73
Bill Pmt -Check	07/29/2021	V945320	PPE 7/23/21 paydate 7/29/21	10-1000 · Cash, Operating Ge...	-16,559.73
Total B of A					-34,103.46
CALPERS (Health)					
Bill Pmt -Check	07/29/2021	910424	Aug 2021	10-1000 · Cash, Operating Ge...	-6,179.20
Total CALPERS (Health)					-6,179.20

75

11:57 AM
09/14/21

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

Type	Date	Num	Memo	Account	Amount
CALPERS (Retirement)					
Bill Pmt -Check	07/15/2021	910376	PPE 7/9/21	10-1000 · Cash, Operating Ge...	-2,086.28
Bill Pmt -Check	07/15/2021	910378	PPE 7/9/21	10-1000 · Cash, Operating Ge...	-1,298.10
Bill Pmt -Check	07/15/2021	910375	Monthly Classic contribution	10-1000 · Cash, Operating Ge...	-9,053.50
Bill Pmt -Check	07/15/2021	910379	Monthly PERPA unfunded liabi...	10-1000 · Cash, Operating Ge...	-81.92
Bill Pmt -Check	07/29/2021	910425	PPE 7/23/21	10-1000 · Cash, Operating Ge...	-2,086.28
Bill Pmt -Check	07/29/2021	910427	PPE 7/23/21	10-1000 · Cash, Operating Ge...	-1,006.80
Total CALPERS (Retirement)					-15,612.88
CALPERS 457 PLAN					
Bill Pmt -Check	07/15/2021	910377	PPE 7/9/21	10-1000 · Cash, Operating Ge...	-1,620.00
Bill Pmt -Check	07/29/2021	910426	PPE 7/23/21	10-1000 · Cash, Operating Ge...	-1,570.00
Total CALPERS 457 PLAN					-3,190.00
David Nicholas					
Bill Pmt -Check	07/15/2021	V944953	Vaca/com pay gross earnings	10-1000 · Cash, Operating Ge...	-3,332.84
Total David Nicholas					-3,332.84
Fish, Joe					
Bill Pmt -Check	07/15/2021	V944843	Dental	10-1000 · Cash, Operating Ge...	-164.00
Total Fish, Joe					-164.00
Hahn, J. aka Wolf Creek Wood Stoves					
Bill Pmt -Check	07/29/2021	V945393	EPA 2015, 2017-189 and 2021...	20-1000 · Cash, Restricted Fu...	-7,000.00
Total Hahn, J. aka Wolf Creek Wood Stoves					-7,000.00
Heat Transfer Systems					
Bill Pmt -Check	07/15/2021	V944984	EPA 2018 2020-003 Leal two ...	20-1000 · Cash, Restricted Fu...	-8,943.48
Total Heat Transfer Systems					-8,943.48
Integrity Hearing & Air					
Bill Pmt -Check	07/29/2021	236471	EPA 2018 Markoja Electric he...	20-1000 · Cash, Restricted Fu...	-10,000.00
Total Integrity Hearing & Air					-10,000.00
Intermountain Disposal, Inc. Vendor					
Bill Pmt -Check	07/15/2021	235955		10-1000 · Cash, Operating Ge...	-16.57
Bill Pmt -Check	07/15/2021	235956	metal hauling	20-1000 · Cash, Restricted Fu...	-125.00
Total Intermountain Disposal, Inc. Vendor					-141.57

76

11:57 AM
09/14/21

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

Type	Date	Num	Memo	Account	Amount
Quincy Hot Spot					
Bill Pmt -Check	07/15/2021	235927	EPA 2015 2021-513 Carter	20-1000 · Cash, Restricted Fu...	-3,277.13
Bill Pmt -Check	07/29/2021	236384	EPA 2015 2021-527 and 2021...	20-1000 · Cash, Restricted Fu...	-8,000.00
Total Quincy Hot Spot					-11,277.13
Supervisor Adams					
Bill Pmt -Check	07/15/2021	235944	June Board Meeting	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Adams					-100.00
Supervisor Bullock					
Bill Pmt -Check	07/15/2021	V944947	June Board Meeting	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Bullock					-100.00
Supervisor Ceresola					
Bill Pmt -Check	07/15/2021	V944976	June Board Meeting	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Ceresola					-100.00
Supervisor Paul Roen					
Bill Pmt -Check	07/15/2021	235957	June Board Meeting	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Paul Roen					-100.00
Supervisor Scofield					
Bill Pmt -Check	07/15/2021	235971	June Board Meeting	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Scofield					-100.00
Thrall, Sharon					
Bill Pmt -Check	07/15/2021	235933	June Board Meeting	10-1000 · Cash, Operating Ge...	-100.00
Total Thrall, Sharon					-100.00
US Bank					
Bill Pmt -Check	07/15/2021	235938	various vendors	10-1000 · Cash, Operating Ge...	-3,622.27
Bill Pmt -Check	07/15/2021	235938	various vendors	20-1000 · Cash, Restricted Fu...	-728.01
Total US Bank					-4,350.28
Wizix Technology Group					
Bill Pmt -Check	07/29/2021	236467		10-1000 · Cash, Operating Ge...	-76.23
Total Wizix Technology Group					-76.23
TOTAL					-106,880.99

77

11:58 AM
09/14/21

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

Type	Date	Num	Memo	Account	Amount
Adecco					
Bill Pmt -Check	08/05/2021	236587	test	10-1000 · Cash, Operating Ge...	-97.65
Bill Pmt -Check	08/12/2021	236760	test	10-1000 · Cash, Operating Ge...	-62.78
Bill Pmt -Check	08/26/2021	237093	test	10-1000 · Cash, Operating Ge...	-55.80
Total Adecco					-216.23
ADP Fees					
Bill Pmt -Check	08/06/2021	EFT	processing charges for period ...	10-1003 · Cash, Bank Payroll ...	-47.73
Bill Pmt -Check	08/20/2021	EFT082021		10-1003 · Cash, Bank Payroll ...	-50.63
Bill Pmt -Check	08/27/2021	EFT082721	Payroll Processing	10-1003 · Cash, Bank Payroll ...	-37.44
Total ADP Fees					-135.80
Asquith Business Service					
Bill Pmt -Check	08/12/2021	V946162	PPE 8/6/21	10-1000 · Cash, Operating Ge...	-687.50
Bill Pmt -Check	08/26/2021	V946515	PPE 8/2/21	10-1000 · Cash, Operating Ge...	-1,292.50
Total Asquith Business Service					-1,980.00
AT&T CALNET 3					
Bill Pmt -Check	08/05/2021	236627		10-1000 · Cash, Operating Ge...	-23.42
Bill Pmt -Check	08/12/2021	236816		10-1000 · Cash, Operating Ge...	-59.08
Bill Pmt -Check	08/19/2021	237009		10-1000 · Cash, Operating Ge...	-109.75
Total AT&T CALNET 3					-192.25
B of A					
Bill Pmt -Check	08/12/2021	V946084	pay date 8/12/21	10-1000 · Cash, Operating Ge...	-15,768.67
Bill Pmt -Check	08/26/2021	V946438	paydate of 8/26/21	10-1000 · Cash, Operating Ge...	-15,768.67
Total B of A					-31,537.34
Bennitt, Gretchen					
Bill Pmt -Check	08/26/2021	V946422	Vision	10-1000 · Cash, Operating Ge...	-160.00
Total Bennitt, Gretchen					-160.00
CALPERS (Health)					
Bill Pmt -Check	08/26/2021	910513	Sept 2021	10-1000 · Cash, Operating Ge...	-5,611.11
Total CALPERS (Health)					-5,611.11

11:58 AM
09/14/21

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

Type	Date	Num	Memo	Account	Amount
CALPERS (Retirement)					
Bill Pmt -Check	08/12/2021	910466	Monthly PERPA unfunded liabi...	10-1000 · Cash, Operating Ge...	-81.92
Bill Pmt -Check	08/12/2021	910462	PPE 8/6/21	10-1000 · Cash, Operating Ge...	-2,086.28
Bill Pmt -Check	08/12/2021	910464	PPE 8/6/21	10-1000 · Cash, Operating Ge...	-1,006.80
Bill Pmt -Check	08/12/2021	910461	Monthly Classic contribution	10-1000 · Cash, Operating Ge...	-9,053.50
Bill Pmt -Check	08/26/2021	910514	8/26/21 Paydate	10-1000 · Cash, Operating Ge...	-2,086.28
Bill Pmt -Check	08/26/2021	910516	8/26/21 Paydate	10-1000 · Cash, Operating Ge...	-1,006.80
Total CALPERS (Retirement)					-15,321.58
CALPERS 457 PLAN					
Bill Pmt -Check	08/12/2021	910463	PPE 8/6/21	10-1000 · Cash, Operating Ge...	-1,570.00
Bill Pmt -Check	08/26/2021	910515	8/26/21 Paydate	10-1000 · Cash, Operating Ge...	-1,570.00
Total CALPERS 457 PLAN					-3,140.00
CALPERS GASB 68					
Bill Pmt -Check	08/12/2021	910465	GASB 68 Reports & Schedule...	10-1000 · Cash, Operating Ge...	-700.00
Total CALPERS GASB 68					-700.00
City of Portola Vendor					
Bill Pmt -Check	08/26/2021	237153	EPA 2015 --- 33Stove Destruc...	20-1000 · Cash, Restricted Fu...	-1,452.00
Total City of Portola Vendor					-1,452.00
David A Morgan					
Bill Pmt -Check	08/05/2021	V945573		20-1000 · Cash, Restricted Fu...	-1,469.48
Total David A Morgan					-1,469.48
English Mountain Ranch					
Bill Pmt -Check	08/05/2021	V945543	Aug 2021 Rent	10-1000 · Cash, Operating Ge...	-4,157.00
Bill Pmt -Check	08/19/2021	V946316	Sept 2021 Rent	10-1000 · Cash, Operating Ge...	-4,157.00
Bill Pmt -Check	08/26/2021	V946455		10-1000 · Cash, Operating Ge...	-359.99
Total English Mountain Ranch					-8,673.99
Fish, Joe					
Bill Pmt -Check	08/19/2021	V946309	Dental	10-1000 · Cash, Operating Ge...	-215.00
Total Fish, Joe					-215.00
Hahn, J. aka Wolf Creek Wood Stoves					
Bill Pmt -Check	08/26/2021	V946498		20-1000 · Cash, Restricted Fu...	-5,000.00
Total Hahn, J. aka Wolf Creek Wood Stoves					-5,000.00

79

11:58 AM
09/14/21

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

Type	Date	Num	Memo	Account	Amount
Inc. Senior Citizens of Sierra County					
Bill Pmt -Check	08/19/2021	236981	AB2020-01 April May June 2021	20-1000 · Cash, Restricted Fu...	-1,441.25
Total Inc. Senior Citizens of Sierra County					-1,441.25
Intermountain Disposal, Inc. Vendor					
Bill Pmt -Check	08/12/2021	236812		10-1000 · Cash, Operating Ge...	-16.57
Bill Pmt -Check	08/12/2021	236812	metal hauling	20-1000 · Cash, Restricted Fu...	-125.00
Bill Pmt -Check	08/26/2021	237146	EPA 2018 Greenwaste	20-1000 · Cash, Restricted Fu...	-6,644.09
Total Intermountain Disposal, Inc. Vendor					-6,785.66
Kleinhans, Ursula M.					
Bill Pmt -Check	08/05/2021	236623	Aug 21 Rent	10-1000 · Cash, Operating Ge...	-533.53
Bill Pmt -Check	08/19/2021	237005	Sept 2021 Rent Portola	10-1000 · Cash, Operating Ge...	-533.53
Total Kleinhans, Ursula M.					-1,067.06
Macs Chimney Sweeping					
Bill Pmt -Check	08/26/2021	V946532	EPA 2015 TAG 2016-019 Oels...	20-1000 · Cash, Restricted Fu...	-200.00
Total Macs Chimney Sweeping					-200.00
Quincy Hot Spot					
Bill Pmt -Check	08/12/2021	236775	EPA 2015 2017-226 Henson P...	20-1000 · Cash, Restricted Fu...	-4,500.00
Bill Pmt -Check	08/19/2021	236965		20-1000 · Cash, Restricted Fu...	-10,919.65
Total Quincy Hot Spot					-15,419.65
Ruiz, Julie					
Bill Pmt -Check	08/12/2021	V946136		10-1000 · Cash, Operating Ge...	-609.00
Bill Pmt -Check	08/26/2021	V946495	reimburse for office fire exting...	10-1000 · Cash, Operating Ge...	-23.18
Total Ruiz, Julie					-632.18
Sierra Booster					
Bill Pmt -Check	08/12/2021	236811	Air Pollutant Specialist AD	10-1000 · Cash, Operating Ge...	-47.30
Total Sierra Booster					-47.30
The Union					
Bill Pmt -Check	08/05/2021	236600	Air Pollution Specialist emplo...	10-1000 · Cash, Operating Ge...	-700.00
Total The Union					-700.00
Tyrus Chimney Sweep					
Bill Pmt -Check	08/26/2021	237153	EPA 2018 grant, change out st...	20-1000 · Cash, Restricted Fu...	-245.00
Total Tyrus Chimney Sweep					-245.00

80

11:58 AM
09/14/21

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

Type	Date	Num	Memo	Account	Amount
US Bank					
Bill Pmt -Check	08/12/2021	236784	various vendors	10-1000 · Cash, Operating Ge...	-11,060.26
Bill Pmt -Check	08/12/2021	V946136	various vendors	20-1000 · Cash, Restricted Fu...	-7,955.59
Total US Bank					-19,015.85
TOTAL					<u>-121,358.73</u>

81

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennett, Air Pollution Control Officer

Date: September 27, 2021

Agenda Item: VI.D

Agenda Description: End of Year Report – for the fiscal year ending June 30, 2021

Issues:

Attached are the unaudited actual for both operating and restricted for the year ending June 30, 2021

Operating Revenue

Overall, during FY 20-21, the District received \$53,275 more revenue than anticipated.

Account # 10-4002 Fees, Permit To Operate:

Approximately \$37,000 more than anticipated. This is due to the accrual of the entire prior year of permit fees, thus the amount is close to double from anticipated.

Account # 10-4006 Fees, Source Test and Account # 10-4010 Fees, Title V:

Both of these accounts were approximately \$10,500 less than anticipated due to the continued closure of one of the District's Title V sources in Loyalton.

Account # 10-4007 Fees, Prescribed Burning:

Approximately \$5,000 less than anticipated due to a decrease in open burning. The USFS suspended all prescribed burning in the Fall of 2020 due to concerns about the pandemic and wildfire concerns.

Account # 10-4100 Penalties, Permitted Sources:

Approximately \$40,000 more revenue than anticipated. This is due to unforeseen violations from the District's permitted sources. The District utilizes a three year average to predict a budgeted revenue amount for this account. During FY 20-21, SPI had emissions violations and negotiated a settlement amount of approximately \$38,000.

Account # 10-4213 RX Administration:

Although the District applied for the 2 year administration grant for \$130,000, the allocation for the District was approximately \$8,000 more due to some Districts opting out of the grant.

Account # 10-4214 RX Monitoring:

The District receives a reimbursement for deploying portable particulate monitors to monitor smoke impacts from Prescribed Burning. Although the District anticipated approximately \$20,000 reimbursement for monitoring, the District did not deploy monitors as much as anticipated. The District only received approximately \$1,000 in reimbursement for deployment of PM monitors during prescribed burning.

Account # 10-4201 and 10-4202: Subvention and Subvention Supplement:

Although the District applied for 141,100, the state determines annually what portion of supplemental the District can receive. The District received approximately \$8,900 less than anticipated.

Account # 10-4206 DMV Registration Fees:

The District received approximately \$21,250 less than anticipated. Revenue for this item can vary based upon resident payments of DMV registration fees.

Account # 10-4209 EPA Administration:

This is reimbursement from the EPA for administration compensation of staff working on the Target Grant for the Portola PM2.5 Nonattainment Area. Although the District anticipates up to \$75,000 annually for this grant, during FY 20-21 staff worked approximately 19,000 less than anticipated.

Account # 10-4214 EPA Administration, Burnwise Coordinator:

This is also a reimbursement from the EPA for a specific position – burnwise coordinator. There is one staff person who provides the work for the Portola PM2.5 Nonattainment Area. Although EPA has allocated approximately \$50,000 annually for this position, during FY 20-21, staff worked approximately \$15,000 less than anticipated.

Account # 10-4222 Farmer Pooled Share (admin):

This amount will vary based upon the selection of applications from each District. During FY 20-21, the District received approximately \$55,046 more in administrative costs than anticipated.

Account# 10-4223 Carl Moyer RAP (admin):

This amount will vary based upon the selection of applications from each District. During FY 20-21, the District was not chosen for any RAP applications. This was \$7,000 less than anticipated.

Account # 104224 AB617 Incentive (Admin):

The District received approximately \$9,000 more than anticipated due to the State re-allocating funds differently than anticipated.

Account # 10-4310 interest

During FY 20-21, the District received approximately \$16,000 more than anticipated.

Operating Expenses

Overall, during FY 20-21, expenditures were \$48,685 less than anticipated.

Salaries and Benefits Object Level:

Permanent Salaries were approximately \$16,000 more than anticipated. This is due to the FY including 27 payrolls, instead of the regular 26. This was due to accruals. One payroll averages about \$20,000. Workers Comp increased about \$1,2000.

Account 10-5201 Monitoring Expenses PM:

This was approximately \$8,000 more than anticipated, primarily due to budgeting predictions. During FY 18-19, the actual expenses were approximately \$10,000. During FY

19-20, the expenses were \$24,000. In an effort to anticipate costs for FY 20-21, the budget was set at \$17,000, but only about \$9,000 was expended. Monitoring expenses will vary based upon the needs of the system.

Account 10-5206 Monitoring Expenses ozone:

Again, monitoring expenses will vary based upon the needs of the system. During FY 20-21 the Grass Valley ozone monitor required a new Pump and calibration gases which totaled about \$1900 more than anticipated.

Account 10-5251 Communications Expenses:

This was \$6,000 more than anticipated. Communication costs increased due to increased telecommuting due to the pandemic. Additional data was purchased from Verizon.

Account # 10-5253 and 10-5254, 10-5257 Rent for Portola and Grass Valley offices: \$5,596 less than anticipated. Only 11 of 12 months are represented, since in the last fiscal year, 2019-2020, 13 months were represented.

Account # 10-5255 and 10-5256 Utilities:

This was \$1,334 less than anticipated for both offices. This was likely due to the pandemic and increased telecommuting.

Account #10-5301 IT:

This was \$17,130 more than anticipated. The Budgeted amount for 20-21 was \$7,000. A more appropriate amount is \$15,000, since we normally pay the contracted IT agency approximately \$1,250 per month. An unexpected expense was almost \$10,000 for unanticipated costs associated with preparing staff to work from home. The contracted IT group worked on getting a remote set-up for each staff, as well as preparing laptops for each staff person. There were additional costs associated with troubleshooting the remote work as well. The contracted IT group billed the Air District in August 2020 for work performed primarily during FY 20-21.

Account # 10-5313 Accounting:

This was \$19,288 less than anticipated. The District's Accounting Clerk has been taking on more of the tasks that were initially done by the the District's contracted accountant.

Account # 10-5305,10-5352, 10-5353, 10-5354 Vehicle maintenance, travel, gasoline, private car mileage:

Together, these accounts were \$8,125 less than anticipated. This was overwhelmingly due to the requirements of the pandemic to not travel to conferences or meetings.

RESTRICTED ACCOUNT:

Restricted revenues are historically difficult to predict. During FY 20-21, this unpredictability was even more pronounced. Due to the respiratory nature of the pandemic, the governor and legislators were supportive of grants that improve air quality. A few grant revenues were much higher than anticipated, such as –
FARMER Pooled Share (\$614,476 more than anticipated)

AB617 Incentives (\$65,821 more than anticipated)
The other grant revenues were similar to prior years.

Restricted Expenses can be difficult to predict since some grant programs require more than one year for funds to be spent. All unspent grant funds are earmarked as encumbrances and will be expended as required.

Attached are the final spreadsheets (Unaudited) for the Board's review and approval.

Requested Action: Review and Approve End of Year Report

ROLL CALL VOTE REQUESTED

Attachments:

1. Unaudited Actuals for the Year Ending June 30, 2021

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
Operating Budget vs Actuals
Unaudited Actuals
Year End Report
Period Ending June 30, 2021

Resource Report	
Operating (Fund 6774) End Balance June 30, 2021	\$ 1,091,925
Operating (Payroll) End Balance June 30, 2021	\$ 283,262
Operating (GovPay) End Balance June 30, 2021	\$ 61,523
<i>All Operating Accounts Cash Total</i>	<i>\$ 1,436,709</i>

Revenue					
Account #	Description	Budget 2020-2021	Budget Amendment	Final Budget	Actuals to 6/30/2021
10-4002	Fees, Permit to Operate	30,000		67,757	67,757
10-4004	Fees, Vapor Recovery	20,000		22,761	22,761
10-4005	Fees, Variance Application	3,000		325	325
10-4006	Fees, Source Test	9,000		7,067	7,067
10-4007	Fees, Prescribed Burning	25,000		20,157	20,157
10-4008	Fees, Woodstove Inspections	1,500		2,124	2,124
10-4010	Fees, Title V, Fed Op Permit	50,000		41,515	41,515
10-4013	Fees, Fire Dept Response	1,500		-	-
10-4100	Penalties, Permitted Source	10,000		50,650	50,650
10-4101	Penalties, Open Burning	2,500		600	600
10-4201	Gov't Funding, State Subvention	137,600		132,181	132,181
10-4202	Gov't Funding, Subvention Supplemental	3,500		-	-
10-4203	Gov't Funding, County Contribution	62,669		62,670	62,670
10-4204	Gov't Funding, EPA Monitoring	59,500		59,000	59,000
10-4206	Gov't Funding, AB 2766 DMV Fees	360,000		338,750	338,750
10-4207	Gov't Funding, PERP Pass thru	23,000		25,070	25,070
10-4208	Gov't Funding, AB 923 Operating	3,125		2,938	2,938
10-4209	Gov't Funding, EPA 2015 Target, Admin Fee	75,000		55,820	55,820
10-4209	Gov't Funding, EPA Target 2018, Admin Fee			125	125
10-4211	Gov't Funding, AB 197	8,583		-	-
10-4212	Rx Fire Funding, Monitoring	20,000		964	964
10-4213	Rx Fire Funding, Staff	131,752		140,498	140,498
10-4214	Gov't Funding, EPA Target 2015 Burnwise Coordinator	49,698		35,055	35,055
10-4215	Carl Moyer, Admin Fee	25,000		25,000	25,000
10-4222	Farmer Pooled Share - Admin	104,037		159,083	159,083
10-4223	RAP, Carl Moyer Rural Assistance Admin	7,000		-	-
10-4224	AB617 Incentive (administrative)	17,274		26,677	26,677
10-4303	Other Income, Rules, Copies, Subscr.	100		-	-
10-4310	Other Income, Interest Earned	15,000		31,828	31,828
Revenue Total:		\$ 1,255,338	-	1,308,613	1,308,613

Expenditures		Salaries and Benefits (Object Level)			
Account #	Description	Budget 2020-2021	Budget Amendment	Final Budget	Actuals to 6/30/2021
10-5002	Permanent Salaries	511,789	16,450	528,239	528,100
10-5007	TaxMed (elect not to utilize th District provided health insuranc	11,520	450	11,970	11,963
10-5003	Overtime	1,000	(950)	50	36
10-5011	Medicare/FICA	7,588		7,588	7,556
10-5013	CA State Unemployment and Training Tax	784		784	784
10-5015	Workers' Comp Insurance	6,806	1,250	8,056	8,045
10-5017	PERS Health Insurance Retired Employees	18,469		18,469	18,385
10-5018	PERS Health Insurance Active Employees	38,400	(1,700)	36,700	35,322
10-5019	Dental/Vision Care	8,750		8,750	8,155
10-5020/21/23	PERS Retirement (ER & EE Paid)	72,023		72,023	74,121
10-5022/5024	PERS Unfunded Accrued Liability	95,842		95,842	95,842
Salaries and Benefits Total:		\$ 772,971	\$ 15,500	\$ 788,471	\$ 788,308

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT

Operating Budget vs Actuals

Unaudited Actuals

Year End Report

Period Ending June 30, 2021

Expenditures		Services and Supplies (Object Level)			
Account #	Description	Budget 2020-2021	Budget Amendment	Final Budget	Actuals to 6/30/2021
10-5201	PM Monitoring Expenses (Supplies)	17,000	(7,500)	9,500	8,789
10-5202	Office Supplies	8,000	(1,750)	6,250	6,699
10-5203	References, Subscriptions	500		500	281
10-5204	Postage, Shipping	1,000		1,000	536
10-5205	Memberships Dues	3,000	900	3,900	3,854
10-5206	Ozone Monitoring Expenses	1,000	2,450	3,450	3,408
10-5207	Office Equipment Non-Capitalized	3,300	1,450	4,750	4,735
10-5215	Air & Ozone Monitoring - Other	-		-	620
10-5251	Communications	15,000	6,300	21,300	21,297
10-5253	Rent, Structures - Grass Valley	31,200	(2,200)	29,000	28,879
10-5254	Rent, Structures - Portola	6,500	(600)	5,900	5,869
10-5255	Utilities, Grass Valley	2,700	(500)	2,200	2,162
10-5256	Utilities, Portola	2,500	(750)	1,750	1,704
10-5257	Rent, PM2.5	15,100	(1,650)	13,450	12,436
10-5258	Liability Insurance	10,700	3,200	13,900	13,864
10-5259	Legal Notices, Public	1,000	(600)	400	373
10-5301	Information Technology	7,000	17,200	24,200	24,130
10-5303	Maintenance: Office Equipment	500	500	1,000	997
10-5305	Maintenance: Vehicles	3,000	(1,100)	1,900	1,836
10-5311	Profession Services: Legal	6,000		6,000	339
10-5313	Profession Services: Accounting (Nevada County, Accountant, and ADF)	33,000	(20,500)	12,500	13,712
10-5318	Profession Services: TAG2015 Office Assistance	1,200		1,200	3,933
10-5320	Profession Services: TAG2018 Office Assistance	-		-	125
10-5314	Profession Services: Financial Auditor	12,750		12,750	15,400
10-5315	Profession Services: Board of Supervisors	5,000		5,000	3,800
10-5315	Profession Services: Service Board Hearings	-		-	50
10-5351	Training, Tuition	1,500	1,200	2,700	2,718
10-5352	Travel	3,000	(2,500)	500	476
10-5353	Gasoline	5,000	(3,000)	2,000	1,992
10-5354	Private Car Mileage	2,000	(1,200)	800	571
10-5390	Miscellaneous	1,000		1,000	-
Services and Supplies Total:		\$ 199,450	(10,650)	\$ 188,800	\$ 185,584

Expenditures		Pass-thru Funds / Internal Programs / Contributions to Other Agencies (Object Level)			
Account #	Description	Budget 2020-2021	Budget Amendment	Final Budget	Actuals to 6/30/2021
10-5402	Alternate Commute Program	750	-	750	-
10-5404	ARB: AB 2588 Fees	1,400	-	1,400	-
10-5405	Public Education Program	5,000	-	5,000	-
10-5406	Fire Dept Response Reimbursement	1,500	-	1,500	-
Contribution to Other Agencies / Internal Grants Total:		\$ 8,650	\$ -	\$ 8,650	\$ -

Expenditures		Fixed Asset Purchases (Object Level)			
Account #	Description	Budget 2020-2021	Budget Amendment	Final Budget	Actuals to 6/30/2021
10-5601	Office Equipment	16,000	(4,850)	11,150	9,494
10-5602	Field Equipment (fixed assets - over \$1,000)	5,000	-	5,000	-
10-5603	Vehicle	30,000	-	30,000	-
Fixed Asset Purchases Total:		\$ 51,000	(4,850)	46,150	9,494

Total Expenditures		Budget 2020-2021	Budget Amendment	Final Budget	Actuals to 6/30/2021
Salaries and Benefits (Object Level)		772,971	15,500	788,471	788,308
Services and Supplies (Object Level)		199,450	(10,650)	188,800	185,584
Pass-thru Funds / Internal Programs / Contributions to Other Agencies (Object Level)		8,650	-	8,650	-
Fixed Asset Purchases (Object Level)		51,000	(4,850)	46,150	9,494
Expenditure Total:		\$ 1,032,071	\$ -	\$ 1,032,071	\$ 983,386

	Jul '20 - Jun 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
10-4000 · Operating Income			
10-4002 · Fees, Permit to Operate	67,756.54	30,000.00	225.9%
10-4004 · Fees, Vapor Recovery	22,761.08	20,000.00	113.8%
10-4005 · Fees, Variance Application	325.00	3,000.00	10.8%
10-4006 · Fees, Source Test	7,067.16	9,000.00	78.5%
10-4007 · Fees, Prescribed Burning	20,156.63	25,000.00	80.6%
10-4008 · Fees, Woodstove Inspections	2,124.11	1,500.00	141.6%
10-4010 · Fees, Title V	41,515.28	50,000.00	83.0%
10-4013 · Fire Dept Response Fee	0.00	1,500.00	0.0%
10-4100 · Penalties, Permitted Source	50,650.00	10,000.00	506.5%
10-4101 · Penalties, Open Burning	600.00	2,500.00	24.0%
10-4200 · Intergovernmental Revenue Total			
10-4201 · Gov Fund, State Subvention	132,180.57	137,600.00	96.1%
10-4202 · Gov Fund, Subvention Supplement	0.00	3,500.00	0.0%
10-4203 · Gov Fund, County Contributions	62,669.52	62,669.00	100.0%
10-4204 · Gov Fund EPA Monitoring	59,000.00	59,500.00	99.2%
10-4206 · Gov Funding AB2766 Operating	338,750.28	360,000.00	94.1%
10-4207 · Gov Funding PERP Pass-Thru	25,069.95	23,000.00	109.0%
10-4208 · Gov Funding AB923 Operating	2,937.85	3,125.00	94.0%
10-4209 · Gov EPA Target 2015 , Admin Fee	55,819.98	75,000.00	74.4%
10-4210 · Gov EPA 2018 Target Grant-Admin	125.00	0.00	100.0%
10-4211 · Gov, AB 197	0.00	8,583.00	0.0%
10-4212 · Rx Fire Grant Monitoring	963.70	20,000.00	4.8%
10-4213 · Rx Fire Staff Grant	140,497.94	131,752.00	106.6%
10-4214 · EPA Target 2015 Burnwise Coordi	35,054.87	49,698.00	70.5%
10-4215 · Carl Moyer Admin Fee	25,000.00	25,000.00	100.0%
10-4220 · Woodsmoke Reduction Prog-Admin	0.00	0.00	0.0%
10-4222 · Farmer Prgm, Pooled Share Admin	159,082.50	104,037.00	152.9%
10-4223 · RAP, Rural Assist Prog; Admin	0.00	7,000.00	0.0%
10-4224 · AB617 Incentive Grant Admin Rev	26,677.30	17,274.00	154.4%
Total 10-4200 · Intergovernmental Revenue Total	1,063,829.46	1,087,738.00	97.8%
10-4300 · Other Income			
10-4303 · Other Income, Copies	0.00	100.00	0.0%
10-4304 · Other Income, Miscellaneous	0.00	0.00	0.0%
Total 10-4300 · Other Income	0.00	100.00	0.0%
10-4310 · Interest Earned - Operating			
10-4311 · Interest Earned from Restricted	13,494.96	0.00	100.0%
10-4310 · Interest Earned - Operating - Other	18,332.61	15,000.00	122.2%
Total 10-4310 · Interest Earned - Operating	31,827.57	15,000.00	212.2%
10-4000 · Operating Income - Other	0.00	0.00	0.0%
Total 10-4000 · Operating Income	1,308,612.83	1,255,338.00	104.2%
Total Income	1,308,612.83	1,255,338.00	104.2%
Gross Profit	1,308,612.83	1,255,338.00	104.2%
Expense			
10-5994 · Total All Operating Expenses			
10-5990 · Total Salary & Benefits			
10-5001 · Salaries			
10-5002 · Permanent Salaries- Grass Valle	406,474.74	511,789.00	79.4%
10-5003 · Permanent Salaries- Portola	121,625.03	1,000.00	12,162.5%
10-5006 · Overtime Pay	36.35	0.00	100.0%
10-5007 · TexMed (in lieu of Health Insur	11,962.89	11,520.00	103.8%
Total 10-5001 · Salaries	540,099.01	524,309.00	103.0%
10-5010 · Employee Benefits			
10-5011 · Medicare/FICA	7,555.72	7,588.00	99.6%
10-5013 · EDD Training Tax	0.00	0.00	0.0%
10-5014 · CA State Unemployment	784.00	784.00	100.0%
10-5015 · Workers' Comp Insurance	8,045.12	6,806.00	118.2%
10-5016 · PERS Health Care District	0.00	0.00	0.0%
10-5017 · PERS Retirees Health Plan	18,384.72	18,469.00	99.5%

Northern Sierra Air Quality Management District
Profit & Loss OPERATING Budget vs. Actual
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	% of Budget
10-5018 · PERS Health Active Employee	35,321.76	38,400.00	92.0%
10-5019 · Dental/Vision Care	8,154.60	8,750.00	93.2%
10-5020 · PERS - ER share			
10-5021 · PERS ER- Paid Member Contributi	21,142.41	0.00	100.0%
10-5023 · PERS PEPRA -ER Contribution	17,598.33	0.00	100.0%
10-5020 · PERS - ER share - Other	35,379.91	72,023.00	49.1%
Total 10-5020 · PERS - ER share	74,120.65	72,023.00	102.9%
10-5022 · PERS Classic and PEPRA UAL			
10-5024 · PERS PEPRA UAL	922.56	0.00	100.0%
10-5022 · PERS Classic and PEPRA UAL - Ot...	94,919.40	95,842.00	99.0%
Total 10-5022 · PERS Classic and PEPRA UAL	95,841.96	95,842.00	100.0%
Total 10-5010 · Employee Benefits	248,208.53	248,662.00	99.8%
Total 10-5990 · Total Salary & Benefits	788,307.54	772,971.00	102.0%
10-5991 · Operating Expense			
10-5200 · Office			
10-5202 · Office Supplies	6,699.20	8,000.00	83.7%
10-5204 · Postage/Shipping	536.03	1,000.00	53.6%
10-5207 · Non-Cap - Office Equipment	4,734.61	3,300.00	143.5%
10-5259 · Legal Notices, Publi	372.84	1,000.00	37.3%
10-5301 · Information Technology	24,130.46	7,000.00	344.7%
10-5390 · Miscellaneous Exp	0.00	1,000.00	0.0%
Total 10-5200 · Office	36,473.14	21,300.00	171.2%
10-5215 · Air & Ozone Monitoring			
10-5201 · PM2.5 Expenditure	8,788.91	17,000.00	51.7%
10-5206 · Ozone Monitoring	3,407.84	1,000.00	340.8%
10-5208 · Non-Cap - Field Equipment	0.00	0.00	0.0%
10-5215 · Air & Ozone Monitoring - Other	620.21		
Total 10-5215 · Air & Ozone Monitoring	12,816.96	18,000.00	71.2%
10-5225 · Dues & Subscription			
10-5203 · References, Subscrip	280.90	500.00	56.2%
10-5205 · Memberships	3,854.00	3,000.00	128.5%
Total 10-5225 · Dues & Subscription	4,134.90	3,500.00	118.1%
10-5250 · Rents & Utilities			
10-5253 · Rent, Grass Valley	28,879.36	31,200.00	92.6%
10-5254 · Rent, Portola	5,868.83	6,500.00	90.3%
10-5255 · Utilities, Grass Valley	2,162.24	2,700.00	80.1%
10-5256 · Utilities, Portola	1,703.57	2,500.00	68.1%
10-5257 · Rent PM2.5 Grass Valley	12,435.64	15,100.00	82.4%
Total 10-5250 · Rents & Utilities	51,049.64	58,000.00	88.0%
10-5251 · Communications	21,297.32	15,000.00	142.0%
10-5258 · Liability Insurance	13,863.77	10,700.00	129.6%
10-5300 · Professional Fees			
10-5311 · Professional Serv - Legal	338.54	6,000.00	5.6%
10-5312 · Prof Serv - Office Assistanc	0.00	1,200.00	0.0%
10-5313 · Prof Services Accounting			
10-5318 · EPA Target GR Acct & Office Ser	3,933.06	0.00	100.0%
10-5313 · Prof Services Accounting - Other	13,712.19	33,000.00	41.6%
Total 10-5313 · Prof Services Accounting	17,645.25	33,000.00	53.5%
10-5314 · Profes Serv - Financial Auditor	15,400.00	12,750.00	120.8%
10-5315 · Profes Services Board	3,800.00	5,000.00	76.0%
10-5316 · Profession Serv Hearing	50.00	0.00	100.0%
10-5317 · Prof Serv - Portola Office Assi	0.00	0.00	0.0%
10-5320 · EPA TAG 2018 Admin Hours	125.00		
10-5300 · Professional Fees - Other	0.00	0.00	0.0%
Total 10-5300 · Professional Fees	37,358.79	57,950.00	64.5%
10-5325 · Repair & Maintenances			
10-5303 · Maintenance Office	996.89	500.00	199.4%

89

Northern Sierra Air Quality Management District
 Profit & Loss OPERATING Budget vs. Actual
 July 2020 through June 2021

	Jul '20 - Jun 21	Budget	% of Budget
10-5305 · Maintenance Vehicles	1,835.60	3,000.00	61.2%
Total 10-5325 · Repair & Maintenances	2,832.49	3,500.00	80.9%
10-5350 · Travel & Conference			
10-5351 · Training/Tuition/Conferences	2,718.00	1,500.00	181.2%
10-5352 · Travel	476.01	3,000.00	15.9%
10-5353 · Gasoline	1,992.31	5,000.00	39.8%
10-5354 · Private Car Mileage	571.06	2,000.00	28.6%
Total 10-5350 · Travel & Conference	5,757.38	11,500.00	50.1%
Total 10-5991 · Operating Expense	185,584.39	199,450.00	93.0%
10-5992 · Pass-thru Funds			
10-5401 · Air Monitoring Program	0.00	0.00	0.0%
10-5402 · Alternate Commute Program	0.00	750.00	0.0%
10-5404 · ABR AB2588	0.00	1,400.00	0.0%
10-5405 · Public Education Program	0.00	5,000.00	0.0%
10-5406 · Fire Dept Res Reimbu	0.00	1,500.00	0.0%
Total 10-5992 · Pass-thru Funds	0.00	8,650.00	0.0%
10-5993 · Fixed Asset Purchases Summary			
10-5601 · Fixed Assets Office	9,493.75	16,000.00	59.3%
10-5602 · Fixed Assets Field	0.00	5,000.00	0.0%
10-5603 · Fixed Assets Vehicles	0.00	30,000.00	0.0%
10-5605 · EPA Monitoring Supplement Grant	0.00	0.00	0.0%
Total 10-5993 · Fixed Asset Purchases Summary	9,493.75	51,000.00	18.6%
Total 10-5994 · Total All Operating Expenses	983,385.68	1,032,071.00	95.3%
Total Expense	983,385.68	1,032,071.00	95.3%
Net Ordinary Income	325,227.15	223,267.00	145.7%
Net Income	325,227.15	223,267.00	145.7%

Northern Sierra Air Quality Management District
P&L RESTRICTED Budget vs. Unaudited Actuals
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
20-4999 · Total Restricted Revenue			
20-4500 · AB 2766 (all counties)			
20-4502 · AB2766 Nevada County	178,781.68	0.00	100.0%
20-4503 · AB2766 Plumas County	43,146.49	0.00	100.0%
20-4504 · AB2766 Sierra County	4,129.50	0.00	100.0%
20-4500 · AB 2766 (all counties) - Other	0.00	240,000.00	0.0%
Total 20-4500 · AB 2766 (all counties)	226,057.67	240,000.00	94.2%
20-4505 · AB 923 Current Year			
20-4705 · AB923 PY Unspent	-26,414.26		
20-4505 · AB 923 Current Year - Other	50,994.21	50,000.00	102.0%
Total 20-4505 · AB 923 Current Year	24,579.95	50,000.00	49.2%
20-4518 · Carl Moyer Total Available			
20-4519 · Carl Moyer Interest	4,456.06	0.00	100.0%
20-4520 · Carl Moyer Prop 40	350,000.00	175,000.00	200.0%
20-4521 · Carl Moyer - Prior Yr Interest	6,494.22		
20-4718 · Carl Moyer - PY Unspent	141,291.81		
20-4518 · Carl Moyer Total Available - Other	0.00	0.00	0.0%
Total 20-4518 · Carl Moyer Total Available	502,242.09	175,000.00	287.0%
20-4529 · Gov EPA Target 2015 Grnt -Porto	210,300.74	398,400.00	52.8%
20-4530 · H&S Mitigation			
20-4730 · H&S PY Unspent Funds	21,600.00		
20-4530 · H&S Mitigation - Other	0.00	0.00	0.0%
Total 20-4530 · H&S Mitigation	21,600.00	0.00	100.0%
20-4535 · Woodsmoke Reduction Program			
20-4536 · Interest-Woodsmoke Reduce Prog	1,343.71	0.00	100.0%
20-4735 · WRP Prior Yr Unspent Funds	46,765.91		
20-4535 · Woodsmoke Reduction Program - Ot...	0.00	0.00	0.0%
Total 20-4535 · Woodsmoke Reduction Program	48,109.62	0.00	100.0%
20-4538 · AB617-Implementation CAPP			
20-4539 · AB617 -Implementation Interest	747.63	850.00	88.0%
20-4738 · AB617-ImplementationPY Unspent	59,987.37		
20-4538 · AB617-Implementation CAPP - Other	-16,616.83	16,015.00	-103.8%
Total 20-4538 · AB617-Implementation CAPP	44,118.17	16,865.00	261.6%
20-4540 · EPA Target Grant 2018	21,417.28		
20-4541 · Nox Reduction Measure Rev			
20-4546 · Nox NRM Earned Interest	1,155.00		
20-4741 · Nox Reduction PY Unspent Funds	-1,155.00		
20-4541 · Nox Reduction Measure Rev - Other	0.00	0.00	0.0%
Total 20-4541 · Nox Reduction Measure Rev	0.00	0.00	0.0%
20-4542 · Farmers, Pooled Share Program			
20-4547 · Farmers Earned Interest	7,992.14		
20-4742 · Farmer, Pooled PY Unspent Funds	-43,306.72		
20-4542 · Farmers, Pooled Share Program - Oth...	1,426,314.90	931,179.00	153.2%
Total 20-4542 · Farmers, Pooled Share Program	1,391,000.32	931,179.00	149.4%
20-4544 · AB617 Incentive Grant			
20-4545 · AB617 Incentive Grant Interest	1,364.59		
20-4744 · AB617 Incentive PY Unspent Fund	-71,240.72		

92

Northern Sierra Air Quality Management District
P&L RESTRICTED Budget vs. Unaudited Actuals
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	% of Budget
20-4544 · AB617 Incentive Grant - Other	186,741.13	120,920.00	154.4%
Total 20-4544 · AB617 Incentive Grant	116,865.00	120,920.00	96.6%
20-4600 · Interest Earned - Restricted	0.00	7,000.00	0.0%
Total 20-4999 · Total Restricted Revenue	2,606,290.84	1,939,364.00	134.4%
Total Income	2,606,290.84	1,939,364.00	134.4%
Gross Profit	2,606,290.84	1,939,364.00	134.4%
Expense			
20-5400 · Grantees Summary Only			
20-5401 · AB2766 Restricted Total			
20-5402 · AB2766 - Nevada County			
20-5431 · 580-200-69 2015-02 NC CDA & IGS	0.00	0.00	0.0%
20-5402 · AB2766 - Nevada County - Other	284,802.66	412,532.00	69.0%
Total 20-5402 · AB2766 - Nevada County	284,802.66	412,532.00	69.0%
20-5403 · AB2766 - Plumas County			
20-5440 · 2015-08 Portola PM Nonattainmen	6,458.46	20,466.00	31.6%
20-5442 · 2016-08 Portola MOU- AB2766	0.00	18,032.00	0.0%
20-5403 · AB2766 - Plumas County - Other	8,459.55	3,622.00	233.6%
Total 20-5403 · AB2766 - Plumas County	14,918.01	42,120.00	35.4%
20-5404 · AB2766 - Sierra County	4,301.75	4,291.00	100.3%
20-5401 · AB2766 Restricted Total - Other	0.00	0.00	0.0%
Total 20-5401 · AB2766 Restricted Total	304,022.42	458,943.00	66.2%
20-5406 · Carl Moyer - Restricted	502,242.09	378,173.00	132.8%
20-5409 · AB 923 Restricted	24,579.66	320,279.00	7.7%
20-5410 · EPA 2015 Target Grant			
20-5480 · EPA Target - Other	0.00	0.00	0.0%
20-5410 · EPA 2015 Target Grant - Other	210,193.77	398,400.00	52.8%
Total 20-5410 · EPA 2015 Target Grant	210,193.77	398,400.00	52.8%
20-5413 · H&S Mitigation Agree - Restrict	21,600.00	21,600.00	100.0%
20-5414 · Woodsmoke Reduction Program	48,109.62	0.00	100.0%
20-5415 · AB617-Implementation	44,118.17	58,857.00	75.0%
20-5416 · Farmers Pooled Shared Program	1,391,000.32	1,050,519.00	132.4%
20-5417 · Nox Reduction Measure Exp	0.00	70,212.00	0.0%
20-5485 · EPA Target Grant 2018	14,996.48	0.00	100.0%
20-5486 · AB617 Incentive Grant Expense	116,865.00	120,920.00	96.6%
Total 20-5400 · Grantees Summary Only	2,677,727.53	2,877,903.00	93.0%
20-5999 · Audit Adjustment - RESTRICTED	0.00	0.00	0.0%
Total Expense	2,677,727.53	2,877,903.00	93.0%
Net Ordinary Income	-71,436.69	-938,539.00	7.6%
Net Income	-71,436.69	-938,539.00	7.6%

Northern Sierra Air Quality Management District

Balance Sheet

As of June 30, 2021

09/02/21

Accrual Basis

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
10-1000 · Cash, Operating General Fund	1,091,924.60
10-1003 · Cash, Bank Payroll Operating	283,262.29
10-1004 · Cash, GovPay Operating	61,522.53
10-1400 · Burn Box Petty Cash - GV	50.00
10-1401 · Portola Cash Box	6.59
20-1000 · Cash, Restricted Fund	1,052,542.32
Total Checking/Savings	2,489,308.33
Accounts Receivable	
10-1300 · Receivables - Operating	119,735.07
Total Accounts Receivable	119,735.07
Other Current Assets	
10-1302 · Office Lease Security Lease Dep	1,214.00
10-1500 · Due from Restricted	30,640.62
10-1600 · Prepaid Expenses Operating	26,138.27
20-1300 · Receivable Restricted	278,463.08
Total Other Current Assets	336,455.97
Total Current Assets	2,945,499.37
Fixed Assets	
10-1700 · Capital Asset, Net of Depreciat	
10-1701 · Equipment (GASB)	295,685.00
10-1702 · Vehicles (GASB)	101,662.00
10-1703 · Office Equipment Furniture	66,183.00
10-1710 · Accumulated Depreciation Total	
10-1711 · Accum Depr Field Equip	-262,450.00
10-1712 · Accum Depr Equip Vehicles	-101,661.00
10-1713 · Accumulated Depr Office Equip	-56,735.00
Total 10-1710 · Accumulated Depreciation Total	-420,846.00
Total 10-1700 · Capital Asset, Net of Depreciat	42,684.00
Total Fixed Assets	42,684.00
Other Assets	
10-1650 · Deferred Outflows of Resources	
10-1651 · Deferred Recognition of Contrib	239,730.00
10-1652 · Deferred Outflows -OPED Contrib	44,785.00
Total 10-1650 · Deferred Outflows of Resources	284,515.00
Total Other Assets	284,515.00
TOTAL ASSETS	3,272,698.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
10-2000 · Payables (Operating Only)	
10-2002 · Accounts Payable	4,005.22
Total 10-2000 · Payables (Operating Only)	4,005.22
20-2001 · Account Payables Restricted	475.00
Total Accounts Payable	4,480.22
Other Current Liabilities	
10-2300 · Other Current Liability Operati	
10-2310 · Employee Part Health I	1,074.45
10-2313 · PERS Survivor Benefits	8.37
10-2316 · PERS Service Credit	35.05
10-2317 · PEPPA Employee Deduction	842.02

Northern Sierra Air Quality Management District

Balance Sheet

As of June 30, 2021

	Jun 30, 21
Total 10-2300 · Other Current Liability Operati	1,959.89
20-2200 · Due to Operating Fund - Restric	30,640.62
20-2400 · Unearned Revenue - Restricted	701,573.99
Total Other Current Liabilities	734,174.50
Total Current Liabilities	738,654.72
Long Term Liabilities	
10-2328 · Noncurrent Liabilities	
10-2329 · Compensated Absences	71,523.00
10-2330 · Net OPEB (Other than EE Benefit	843,477.00
10-2331 · Net Pension Liability	1,096,472.00
Total 10-2328 · Noncurrent Liabilities	2,011,472.00
10-2500 · Deferred Inflows of Resources	
10-2501 · Deferred Recognition of Pensio	37,493.00
10-2502 · Deferred Recognition of OPEB Ea	7,068.00
Total 10-2500 · Deferred Inflows of Resources	44,561.00
Total Long Term Liabilities	2,056,033.00
Total Liabilities	2,794,687.72
Equity	
10-3900 · Retained Earnings - Operating	-777,484.81
10-3920 · Invested in Capital Assets	42,684.00
20-3900 · Restricted Equity	974,289.00
Net Income	238,522.46
Total Equity	478,010.65
TOTAL LIABILITIES & EQUITY	3,272,698.37

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: September 27, 2021

Agenda Item: VII.A

Agenda Description: Status on Portola PM2.5 Nonattainment Area

Issues: Julie Ruiz and Melissa Klundby will report on the status of the PM2.5 nonattainment area.

July and August were extremely difficult months for the residents of Plumas Co. The towns of Greenville and Canyon Dam were largely consumed by the Dixie Fire. Smoke impacts were felt all over the county, especially in Chester where only one day was recorded below the daily standard of 35 micrograms per cubic meter for the whole month. The Chester monitor went as high as 650 on August 6 (as the towns of Greenville and Canyon Dam were burned). Very unhealthy air for residents. A Health Advisory, issued by NSAQMD in conjunction with public health officials, continued to be extended through the entire month.

Requested Action: None, informational only

Attachment:

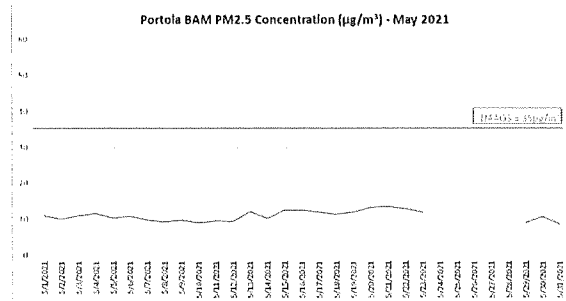
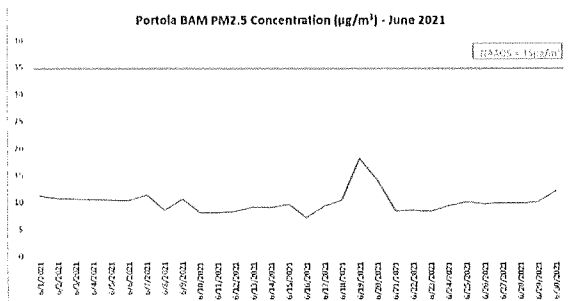
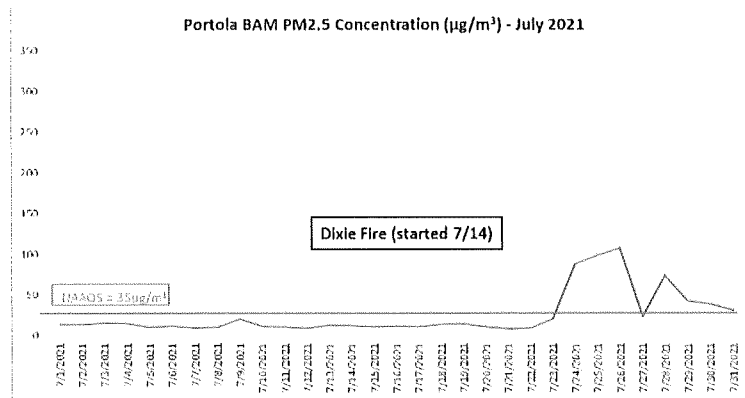
1. Monthly Air Quality Reports – July and August 2021

JULY 2021

Another difficult fire year. Large fires started earlier in the year than normal. Last year the Bear and Claremont Fires (eventually known as the North Complex) started 8/17/20. This year the Dotta Fire started 6/30/21 and the Sugar Fire (later known as the Beckwourth Complex) started 7/2/21. Interestingly, although the Beckwourth Complex ignited just a few miles east of Portola, there was almost no smoke impact because the predominant wind direction comes out of the Southwest. Most smoke impacts were in the far eastern portion of Plumas County, Lassen County and Washoe County, NV. The Dixie Fire is burning on the west side of Plumas County and the smoke impacts are greater around the county, particularly impacting air samplers in Quincy and Chester due to wind direction.

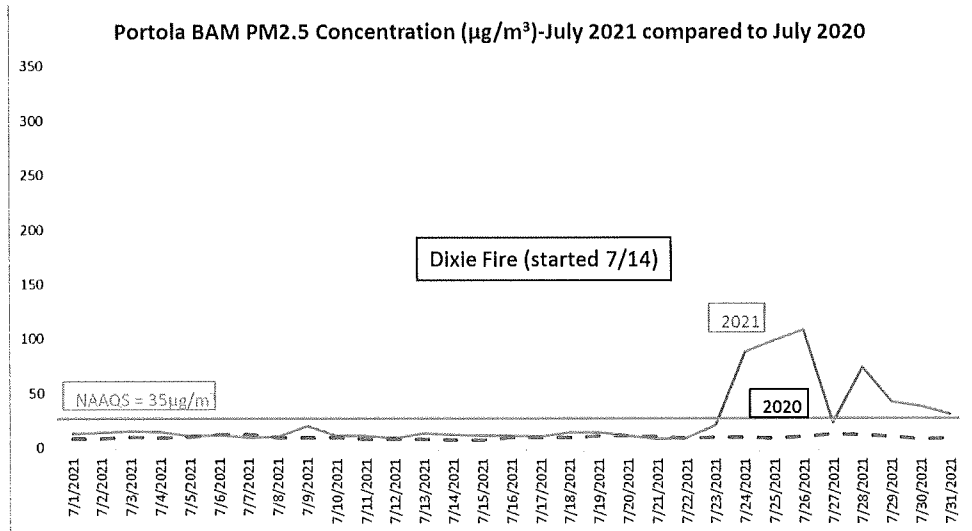
Due to the Dixie Fire, there were 6 days of exceeding the daily National Ambient Air Quality Standard (NAAQS) of 35 micrograms per cubic meter for particulate matter (PM2.5) during July in Portola. There were 8 days over the standard in Quincy and at least 15 days over the standard in Chester. Because of power and internet issues at the Chester site, some data is missing.

Fuels, both dead and live and of all size classes, are extremely dry and very active fire behavior and spread rates have been noted with wildfires this summer. Widespread drought conditions have led to severe and extreme drought designations in Plumas County. Significant fire potential is above normal through November (per Northern California GACC, 8-2-21). CalFire suspended all residential open burning on June 1.



Notes: The charts above show average daily values. BAM 2.5 data is available on an hourly basis at 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.

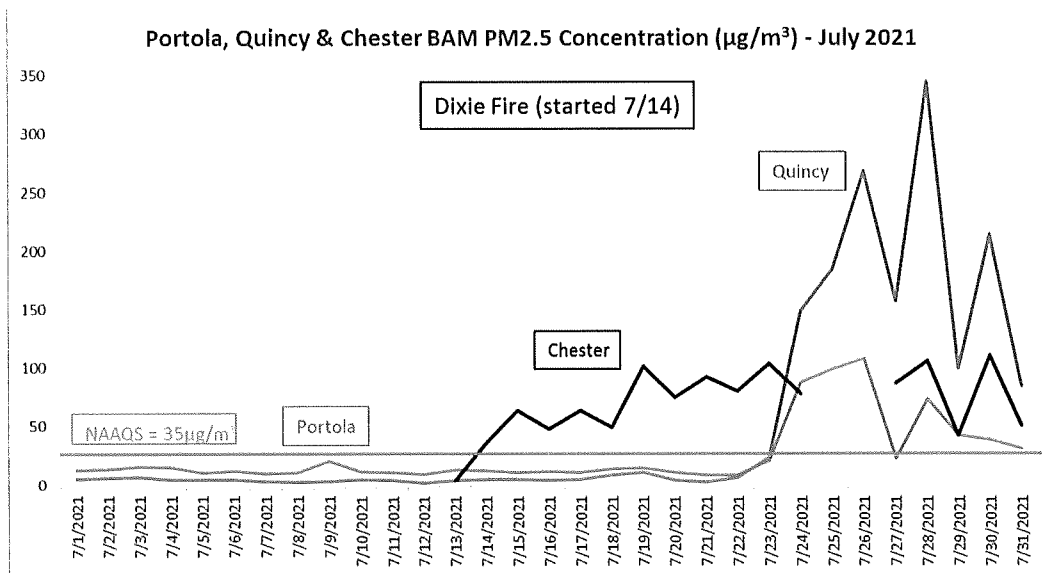
Levels of PM2.5 in Portola compared to this month last year were similar (with the exception of the wildfire event).



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.



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

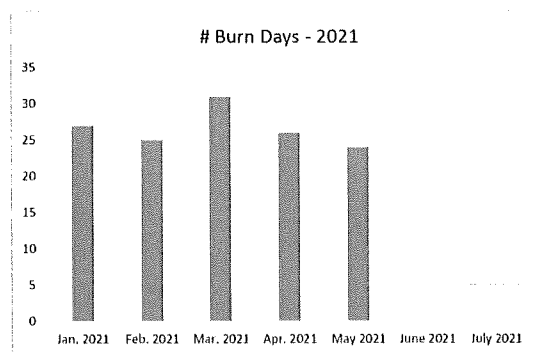
This annual wintertime burning curtailment program ran from Nov. 1, 2020 to Feb. 28, 2021. The program will resume Nov. 1, 2021. Long Valley Charter School (LVCS) students and the Northern Sierra Air Quality Management District (NSAQMD) raise a flag daily to notify the public of voluntary (yellow flag) 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 implemented a burn suspension June 1. 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.



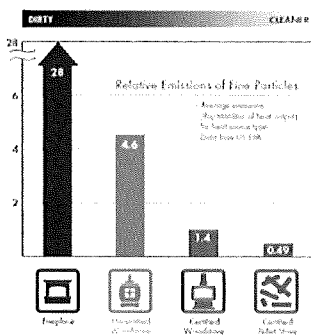
GREATER PORTOLA WOOD STOVE CHANGE-OUT PROGRAM

**563 applications have been received for the change-out program (as of June 30, 2021).
534 pre-approval letters have been sent out. And ~453 installations are complete!**
CONTACT JULIE RUIZ AT 530-832-0102 FOR MORE INFORMATION ABOUT THE WOOD STOVE
CHANGE-OUT PROGRAM.

LOOKING FORWARD

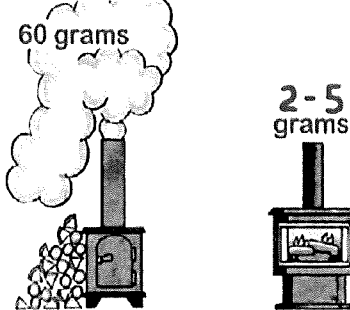
Please remember the following:

- 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

(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."

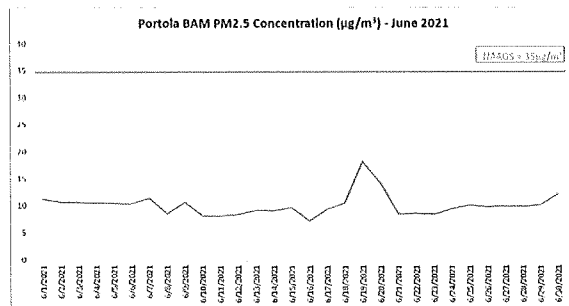
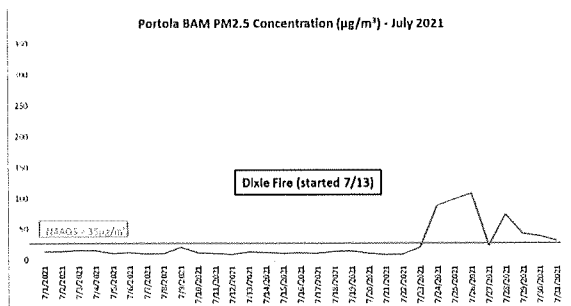
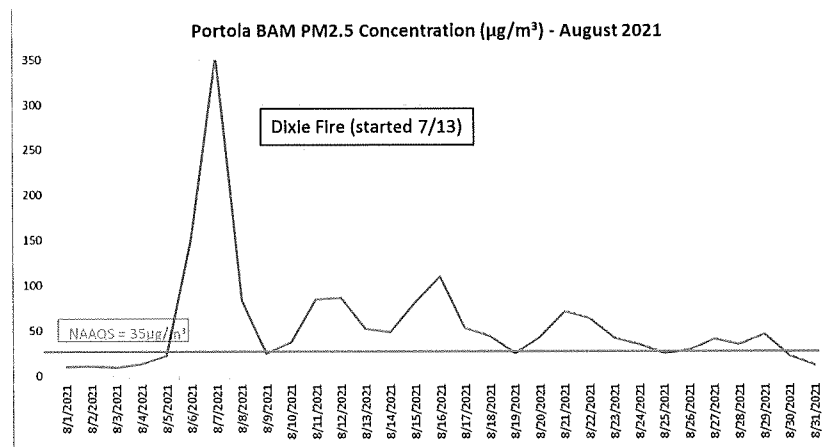
Northern Sierra Air Quality Management District (NSAQMD) mission statement

AUGUST 2021

Another difficult month experiencing wildfire smoke. Large fires started earlier in the year than normal. Last year the Bear and Claremont Fires (eventually known as the North Complex) started 8/17/20. After the Beckwourth Complex Fire started at the end of June, the Dixie Fire started 7/13/21 and continues to burn in Plumas and other counties. The Dixie Fire has burned completely across Plumas County from west to east. Much of the burned area was heavy timber which produced a large quantity of smoke. Of the monitoring sites, Chester recorded the highest impact of particulate matter over the month.

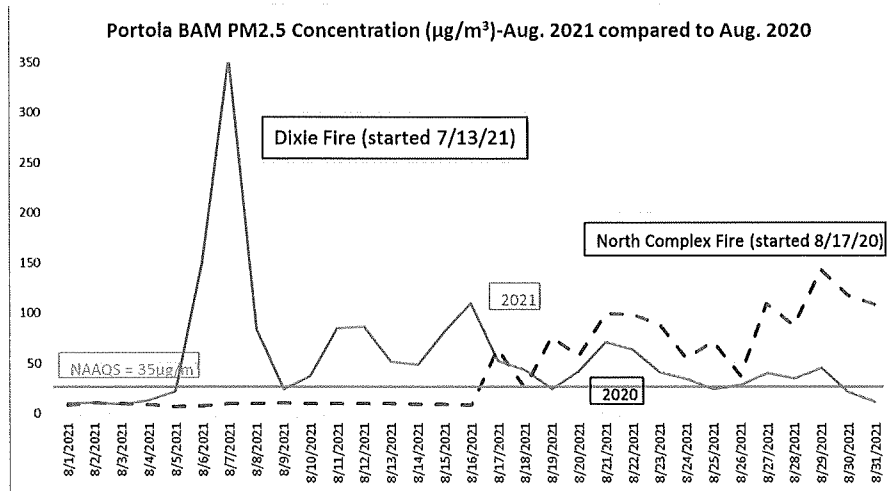
Due to the Dixie Fire, there were 18 days of exceeding the daily National Ambient Air Quality Standard (NAAQS) of 35 micrograms per cubic meter for particulate matter (PM2.5) in Portola (compared to 14 days over the standard in August 2020 due to the North Complex Fire). There were 16 days over the standard in Quincy and at least 28 days over the standard in Chester (2 days of data missing).

The region is extremely dry. Live fuel moisture measurements have dropped below critical values in most areas of the region. Widespread drought conditions have led to severe and extreme drought designations in Plumas County. Significant fire potential is above normal through November then drops to normal in December (per Northern California GACC, 8-26-21).



Notes: The charts above show average daily values. BAM 2.5 data is available on an hourly basis at 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.

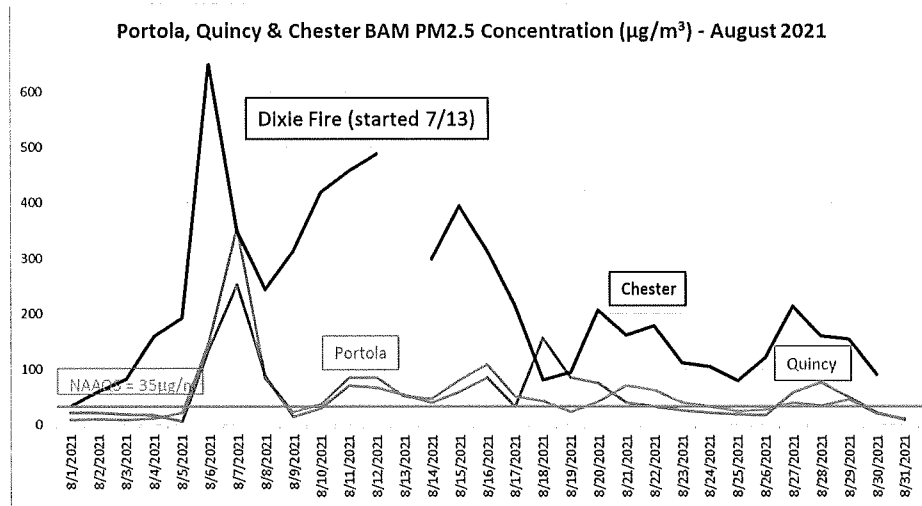
Levels of PM2.5 in Portola are normally quite low in the summer months, but the last two summers have seen high levels due to wildfire smoke.



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). Only August 1 was barely under the standard for Chester.



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

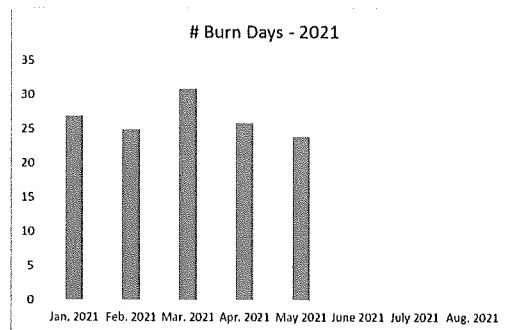
This annual wintertime burning curtailment program ran from Nov. 1, 2020 to Feb. 28, 2021. The program will resume Nov. 1, 2021. Long Valley Charter School (LVCS) students and the Northern Sierra Air Quality Management District (NSAQMD) raise a flag daily to notify the public of voluntary (yellow flag) 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 implemented a burn suspension June 1. 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 (PM_{2.5}) in the air from wood smoke. These microscopic particles go deep into the lungs where they may become trapped. PM_{2.5} 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.



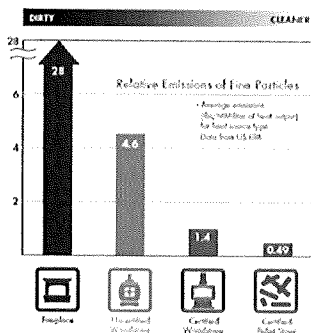
GREATER PORTOLA WOOD STOVE CHANGE-OUT PROGRAM

**568 applications have been received for the change-out program (as of Aug. 31, 2021).
537 pre-approval letters have been sent out. And ~460 installations are complete!**
CONTACT JULIE RUIZ AT 530-832-0102 FOR MORE INFORMATION ABOUT THE WOOD STOVE
CHANGE-OUT PROGRAM.

LOOKING FORWARD

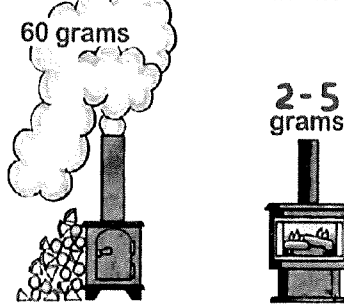
Please remember the following:

- **NOW is the time to purchase wood for the 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

(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