

**Northern Sierra Air Quality Management District  
Governing Board of Directors  
Agenda  
Regular Meeting**

**Monday  
October 23, 2023  
1:00 PM**

**Paul Roen, Chair  
Sierra County Supervisor, District Three**

**Lee Adams, Vice-Chair  
Sierra County Supervisor, District One**

**Hardy Bullock  
Nevada County Supervisor, District Five**

**Ed Scofield  
Nevada County Supervisor, District Two**

**Tom McGowan  
Plumas County Supervisor, District Three**

**Dwight Ceresola  
Plumas County Supervisor, District One**

**Alternates:**

**Susan Hoek, Nevada County Supervisor, District Four  
Lila Heuer, Sierra County Supervisor, District Two  
Jeff Engel, Plumas County Supervisor, District Five**

**Northern Sierra Air Quality Management District  
Julie Hunter, Interim Air Pollution Control Officer**

**Grass Valley Office  
200 Litton Drive, Ste 320  
Grass Valley, CA 95945  
(530) 274-9360**

**Portola Office**

**257 E. Sierra, Unit E.  
Portola, CA 96122  
(530) 832-0102**

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

**October 23, 2023**

**1:00 P.M.**

**This meeting will be held by videoconference/telephone at the  
following locations:**

**(Site A) VIDEOCONFERENCE/TELEPHONE CONFERENCE  
Northern Sierra Air Quality Management District (Headquarters)  
200 Litton Drive, Conference Room 316  
Grass Valley, California**

**(Site B) VIDEOCONFERENCE/TELEPHONE CONFERENCE  
Northern Sierra Air Quality Management District (Northern Office)  
257 E. Sierra Street, Unit E  
Portola, California**

**(Site C) VIDEOCONFERENCE/TELEPHONE CONFERENCE  
Sierra County Courthouse  
100 Courthouse Square  
Downieville, California**

**(Site D) VIDEOCONFERENCE/TELEPHONE CONFERENCE  
Hyatt Regency DFW  
2334 North Int Parkway  
Dallas TX 75261  
Meeting Room A11**

**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.**

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**I. Standing Orders:**

A. Call to Order

B Roll call and determination of quorum.

C. Public Comment: For items **NOT** appearing on the agenda and within the jurisdiction of the Board. The public may comment on Agenda items as they are discussed.

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

**III. Consent Calendar** These Items Are Expected to Be Routine and Noncontroversial. They Will Be Acted on By the Board at One Time Without Discussion. Any Board Member, Staff Member, or Interested Party May Request That an Item Be Removed From the Consent Calendar for Discussion.

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- A. Approval of regular meeting minutes – September 25, 2023
- B. Payment Details by Vendor Board Report – August and September 2023

**IV. Administrative Report (Action/Discussion Items)**

- A. Discussion and Award of the 2024 Proposals for the AB2766 DMV Surcharge Grant and Authorization for the District Board Chair and APCO to execute Grant Agreements with the Applicants as awarded by the Board.
- B. Appointment of Executive Director/Air Pollution Control Officer.
- C. Approval of an Administrative Assistant/Accounting Clerk I, II, and III job description and salary range
- D. Approval of the promotion of Dawn Lundsford to Assistant/Accounting Clerk II, Step C

**V. Director's Report (Informational Only)**

- A. Implementation of a Dust fee for Dust Mitigation Plan reviews and Complaints for Cost Recovery for Staff time.
- B. Discussion of adding language to Rule 302 that burning is only allowed between the hours of 9am and 3pm.

**VI. Staff Reports/Program Updates (Informational Only)**

**\*Note: Staff will begin providing Quarterly Reports starting in January.**

- A. Monitoring Network Update
- B. Planning Program Update
- C. Permitting Program Update
- D. Compliance/Enforcement Program Update
- E. Targeted Airshed Grant Update

**VII. Concerns of Board** - The Board may at this time bring up matters it wishes to discuss at the next Board Meeting, as long as no discussions are conducted and no actions are taken, in compliance with the Brown Act.

**X. Schedule next Meeting** – Video/Phone Conference November 27, 2023 @ 1:00 PM

**XI. Adjournment**

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### **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, Northern Air District office in Portola, the Plumas County Board of Supervisors Chambers in Quincy, Sierra County Courthouse Square in Downieville. **The agenda and board packet are available on-line prior to the Board Meeting at [www.myairdistrict.com](http://www.myairdistrict.com)**

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

**From:** Julie Hunter, Interim Air Pollution Control Officer

**Date:** October 23, 2023

**Agenda Item:** II

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

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

**ROLL CALL VOTE REQUESTED**

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

**From:** Julie Hunter, Interim Air Pollution Control Officer

**Date:** October 23, 2023

**Agenda Item:** III.A

**Agenda Description:** Approval of regular meeting minutes – September 25, 2023

**Requested Action:** Approve Draft Minutes

**ROLL CALL VOTE REQUESTED**

**Attachments:**

1. Draft September 25, 2023 minutes

DISTRICT HEADQUARTERS  
200 Litton Drive, Suite 320  
Mailing Address:  
Grass Valley, CA 95945  
(530) 274-9360 / FAX: (530) 274-7546  
email: [office@myairdistrict.com](mailto:office@myairdistrict.com) or [www.myairdistrict.com](http://www.myairdistrict.com)

NORTHERN FIELD OFFICE  
257 E. Sierra, Unit E  
Mailing Address: P.O. Box 2227  
Portola, CA 96122  
(530) 832-0102 / FAX: (530) 832-0101

**MINUTES**

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

**September 25, 2023**

**1:00 P.M.**

**This meeting will be held by videoconference/telephone at the following.**

**Locations:**

**(Site A) VIDEOCONFERENCE/TELEPHONE CONFERENCE**  
**Northern Sierra Air Quality Management District (Headquarters)**  
**200 Litton Drive, Conference Room 316**  
**Grass Valley, California**

**(Site B) VIDEOCONFERENCE/TELEPHONE CONFERENCE**  
**Northern Sierra Air Quality Management District (Northern Office)**  
**257 E. Sierra Street, Unit E**  
**Portola, California**

**(Site C) VIDEOCONFERENCE/TELEPHONE CONFERENCE**  
**Nevada County Supervisors Office**

**10183 Truckee Airport Road, Truckee, CA 96161**  
**(Site D) VIDEOCONFERENCE/TELEPHONE CONFERENCE**  
**Great Hall, Union Station,**

**Members Present:**

**Supervisor Roen, Chair**  
**Supervisor Adams, Vice-Chair**  
**Supervisor Scofield**  
**Supervisor Ceresola**  
**Supervisor McGowan**  
**Supervisor Bullock**

- I. Standing Orders:**
  - A. Call to Order.**
  - B. Roll Call and Determination of Quorum.**

Chair Roen called the meeting to order at 1:01 P.M. A quorum was confirmed. Also, present; Julie Hunter, Interim APCO, Melissa Klundby, APCS II, Mikki Brown, Target Airshed Grant Specialist, Dawn Lunsford, Clerk of the Board, Kit Elliott and Trevor Koski, Nevada County Counsel.

**C. Public Comment:**

For Items NOT Appearing on the Agenda and Within the Jurisdiction of the Board. The Public May Comment on Agenda Items As They Are Discussed. Both Teleconference Sites are Allowed an Opportunity for Public Comment.

Chair Roen called for public comment for items not appearing on the agenda. There was no public comment.

**II. Approval and/or modification to the agenda**

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

**III. Consent Calendar**

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

Supervisor Ceresola entered the meeting at 1:04 pm

**IV. Closed Session**

Chair Roen requested adjourn to closed session.

Julie Hunter, Melissa Klundby, Mikki Brown, and Dawn Lunsford were asked to leave the room. The Board reconvened into open session. Chair Roen asked County Counsel, Kit Nelson to give a report. Kit reported during the closed session the Ad Hoc committee provided direction to staff. Kit stated that once the meeting is concluded she will reach out to Dawn as instructed. The County Counsel left the meeting.

**V. Administrative Report (Action/Discussion Items)**

**A. Ratify Contract # G22-EIDG-20 between CARB and Air District for Receiving \$8,583 in AB 197 Emission Inventory Grant funds.**



Julie Hunter stated she signed the contract #G22-EIDG-20 between California Air Resources Board and Northern Sierra Air Management District for receiving \$8583 in AB 197 Emission Inventor Grant Fund and brought the Resolution #2023-09. Chair Roen stated this was an ongoing grant that was time sensitive, therefore with the lack of quorum in the last two months, Julie signed the contract and now it needs to be approved. Supervisor Scofield made a motion to approve. Supervisor Bullock seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

**B. Approval of Resolution #2023-09 for the District to accept funds from the California Resources Board for the AB197 Grant – Round 6**

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

**C. Ratify CPS HR Consulting Services Agreement for the NSAQMD Executive Director – Outreach contract.**

Julie stated that this is to ratify the contract for \$10,000 that was signed on July 11, 2023, for the recruitment of the Executive Director of the Northern Sierra Air Quality Management District. Chair Roen stated that the board authorized this in the last close session. Supervisor Bullock made a motion to approve. Supervisor McGowan seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

**D. Approval of Fiscal Year 2022/2023 Unaudited Actuals and Budget Revision**

Julie did a quick summary; Total Operating Income for FY 22-23 was \$1,115,749.11 and total Operating Expenses were \$1,219,833.79. Overall, the Districts Operating Revenue was \$104,084.68 less than the Operating Expenses. This was due to an upgrading in our IT department and monitoring services, and audit expenses going up. Supervisor McGowan made a motion to approve. Supervisor Scofield seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

**E. Approval of hiring the approved Air Pollution Specialist I, at a Step C.**

The Board approved this position back in April's board meeting. Julie interviewed four candidates. The candidate she would like to hire at Step C due to the 2045.30, District's policy. The reasoning for the Step C is the candidate has a Master's Degree in Civil Engineer, experience in Planning and Permitting. We can accommodate this step since Gretchen's left and Joe will be retiring at the end of December 2023. Supervisor Scofield made a motion to approve. Supervisor McGowan seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

**VI. Director's Report (Informational Only)**

**A. Information Technology update**

Going to Clientworks saving the Air District \$1000 a month

**B. Online payment update**

Going to move from AllPaid to Government Works. Saving our clients a percent when paid permits online.

**C. Conference room update**

Talking with Charlie, Litton Bldg. owner, to release the Conference room and Lab from our rental agreement. Will save the Air District \$780.00 plus utilities per month.

**VII. Staff Reports/Program Updates (Informational Only)**

**Informational reports were giving on the following.**

- A. Monitoring Network Update
- B. Planning Program Update
- C. Permitting Program Update
- D. Compliance/Enforcement Program Update
- E. Targeted Airshed Grant Update

**VIII. Concerns of the Board**

There were no concerns of the Board.

**X. Schedule next Meeting –**

The next meeting was scheduled for October 23, at 1:00 PM.

**XI. Adjournment**

The meeting was adjourned at 1:56 P.M.

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

**From:** Julie Hunter, Interim Air Pollution Control Officer

**Date:** October 23, 2023

**Agenda Item:** III.B

**Agenda Description:** Payment Details by Vendor Board Report – August and September 2023

**Summary:** 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 – August and September 2023

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**Northern Sierra Air Quality Management District**  
**Payment details by Vendor Board Report**  
**August 2023**

Type	Date	Num	Memo	Account	Amount
<b>Abigail Birnbryer</b>					
Bill Pmt -Check	08/10/2023	V976527	Social Media Post, Burn...	20-1000 · Cash, Restrict...	-1,800.00
Total Abigail Birnbryer					-1,800.00
<b>Adecco</b>					
Bill Pmt -Check	08/24/2023	262679	10-5318	10-1000 · Cash, Operati...	-710.64
Total Adecco					-710.64
<b>ADP Fees</b>					
Bill Pmt -Check	08/04/2023	EFT	VOID: Processing Charg...	10-1004 · Cash, GovPay...	0.00
Bill Pmt -Check	08/04/2023	96211		10-1003 · Cash, Bank Pa...	-57.94
Bill Pmt -Check	08/18/2023	707721	Processing Charges AD...	10-1003 · Cash, Bank Pa...	-57.94
Bill Pmt -Check	08/18/2023	790709	processing charges,	10-1003 · Cash, Bank Pa...	-38.72
Total ADP Fees					-154.60
<b>Albert Battaglia</b>					
Bill Pmt -Check	08/17/2023	V976676	Woodshed construction	20-1000 · Cash, Restrict...	-300.00
Total Albert Battaglia					-300.00
<b>All Star Chimney, Eli Marchus</b>					
Bill Pmt -Check	08/17/2023	V976667	TAG 2018, Heuser, #202...	20-1000 · Cash, Restrict...	-150.00
Total All Star Chimney, Eli Marchus					-150.00
<b>Asquith Business Service</b>					
Bill Pmt -Check	08/24/2023	V976837	PPE 8/18/23, EPA 5 hours	10-1000 · Cash, Operati...	-2,543.75
Total Asquith Business Service					-2,543.75
<b>AT&amp;T CALNET 3</b>					
Bill Pmt -Check	08/10/2023	262194		10-1000 · Cash, Operati...	-27.04
Bill Pmt -Check	08/17/2023	262404		10-1000 · Cash, Operati...	-52.25
Bill Pmt -Check	08/17/2023	262405		10-1000 · Cash, Operati...	-44.25
Total AT&T CALNET 3					-123.54
<b>B of A</b>					
Bill Pmt -Check	08/10/2023	V976428	Paydate 8/10/23	10-1000 · Cash, Operati...	-17,885.85
Bill Pmt -Check	08/24/2023	V976779	cover payroll	10-1000 · Cash, Operati...	-17,885.85
Total B of A					-35,771.70
<b>CALPERS (Health)</b>					
Bill Pmt -Check	08/24/2023	912689	Sept. 2023	10-1000 · Cash, Operati...	-8,263.04
Total CALPERS (Health)					-8,263.04

## Northern Sierra Air Quality Management District Payment details by Vendor Board Report August 2023

Type	Date	Num	Memo	Account	Amount
<b>CALPERS (Retirement)</b>					
Bill Pmt -Check	08/10/2023	912634	PPE 8/4/2023	10-1000 · Cash, Operati...	-2,561.50
Bill Pmt -Check	08/10/2023	912633	Monthly ER Classic UAL ...	10-1000 · Cash, Operati...	-9,899.83
Bill Pmt -Check	08/10/2023	912635	Monthly ER PEPRA ual ...	10-1000 · Cash, Operati...	-872.11
Bill Pmt -Check	08/24/2023	913690	PPE 8/18//23	10-1000 · Cash, Operati...	-2,561.50
Bill Pmt -Check	08/24/2023	912691	Monthly ER PEPRA ual ...	10-1000 · Cash, Operati...	-872.11
Total CALPERS (Retirement)					-16,767.05
<b>CALPERS 457 PLAN</b>					
Bill Pmt -Check	08/10/2023	912636	PPE 8/4/2023	10-1000 · Cash, Operati...	-812.60
Bill Pmt -Check	08/24/2023	912692	PPE 8/18//23	10-1000 · Cash, Operati...	-812.60
Total CALPERS 457 PLAN					-1,625.20
<b>CALPERS GASB 68</b>					
Bill Pmt -Check	08/10/2023	912637	GASB 68 Reports & Sch...	10-1000 · Cash, Operati...	-700.00
Total CALPERS GASB 68					-700.00
<b>City of Nevada City</b>					
Bill Pmt -Check	08/17/2023	V976609	CMReserve1-2022 CMY...	20-1000 · Cash, Restrict...	-22,038.60
Total City of Nevada City					-22,038.60
<b>City of Portola Vendor</b>					
Bill Pmt -Check	08/17/2023	262409	Destruction of woodstoves	20-1000 · Cash, Restrict...	-5,405.20
Total City of Portola Vendor					-5,405.20
<b>Clientworks, Inc.</b>					
Bill Pmt -Check	08/24/2023	262715	UniFi Dream Machine Pr...	10-1000 · Cash, Operati...	-1,085.92
Total Clientworks, Inc.					-1,085.92
<b>Collins Pine Co. Vendor</b>					
Bill Pmt -Check	08/10/2023	262127	Forklift CMP2023-01	20-1000 · Cash, Restrict...	-73,948.87
Total Collins Pine Co. Vendor					-73,948.87
<b>Digital Dreams Come True, Inc.</b>					
Bill Pmt -Check	08/17/2023	262423	6 cameras 10 year license	10-1000 · Cash, Operati...	-16,173.24
Total Digital Dreams Come True, Inc.					-16,173.24
<b>English Mountain Ranch</b>					
Bill Pmt -Check	08/10/2023	V976439	Rent, Util	10-1000 · Cash, Operati...	-4,846.40
Total English Mountain Ranch					-4,846.40

**Northern Sierra Air Quality Management District**  
**Payment details by Vendor Board Report**  
**August 2023**

Type	Date	Num	Memo	Account	Amount
<b>Fish, Joe</b>					
Bill Pmt -Check	08/24/2023	V976777	dental	10-1000 · Cash, Operati...	-170.00
Total Fish, Joe					-170.00
<b>Galpin Motors, Inc.</b>					
Bill Pmt -Check	08/24/2023	V976903	2020 Ford Ranger, iFTE...	10-1000 · Cash, Operati...	-45,661.80
Total Galpin Motors, Inc.					-45,661.80
<b>Hahn, J. aka Wolf Creek Wood Stoves</b>					
Bill Pmt -Check	08/17/2023	V976650	TAG 2018 #2018-012, Fo...	20-1000 · Cash, Restrict...	-5,339.07
Bill Pmt -Check	08/24/2023	V976826	TAG 2018, #2023-643 Ta...	20-1000 · Cash, Restrict...	-3,500.00
Total Hahn, J. aka Wolf Creek Wood Stoves					-8,839.07
<b>Heat Transfer Systems</b>					
Bill Pmt -Check	08/17/2023	V976671		20-1000 · Cash, Restrict...	-26,986.65
Bill Pmt -Check	08/24/2023	V976859	TAG 2018, #2018-0013 ...	20-1000 · Cash, Restrict...	-13,500.00
Total Heat Transfer Systems					-40,486.65
<b>Hunter, Julie</b>					
Bill Pmt -Check	08/17/2023	V976674	per diem	10-1000 · Cash, Operati...	-44.31
Total Hunter, Julie					-44.31
<b>Intergrity Hearing &amp; Air</b>					
Bill Pmt -Check	08/24/2023	262754	TAG 2018, #2023-026, H...	20-1000 · Cash, Restrict...	-13,500.00
Total Intergrity Hearing & Air					-13,500.00
<b>Intermountain Disposal, Inc. Vendor</b>					
Bill Pmt -Check	08/10/2023	262190	EPA 2018 Residential	20-1000 · Cash, Restrict...	-2,157.37
Bill Pmt -Check	08/17/2023	262396		10-1000 · Cash, Operati...	-33.03
Bill Pmt -Check	08/17/2023	262397	Metal Hauling, TAG 2018	20-1000 · Cash, Restrict...	-165.00
Total Intermountain Disposal, Inc. Vendor					-2,355.40
<b>James Merzon</b>					
Bill Pmt -Check	08/10/2023	V976439	Sept. 2023 rent	10-1000 · Cash, Operati...	-555.00
Total James Merzon					-555.00
<b>Mikki Brown</b>					
Bill Pmt -Check	08/10/2023	262223	Dental	10-1000 · Cash, Operati...	-202.40
Total Mikki Brown					-202.40

## Northern Sierra Air Quality Management District Payment details by Vendor Board Report August 2023

Type	Date	Num	Memo	Account	Amount
<b>Mountain Messenger</b>					
Bill Pmt -Check	08/24/2023	262691	Air Poll Spec 1	10-1000 · Cash, Operati...	-33.02
Total Mountain Messenger					-33.02
<b>Quincy Hot Spot</b>					
Bill Pmt -Check	08/17/2023	262364		20-1000 · Cash, Restrict...	-750.00
Bill Pmt -Check	08/24/2023	262710	TAG 2018, Cross, #2019...	20-1000 · Cash, Restrict...	-250.00
Total Quincy Hot Spot					-1,000.00
<b>Sierra Timberline</b>					
Bill Pmt -Check	08/24/2023	V976796	WRP-200400-1 Davis	20-1000 · Cash, Restrict...	-5,000.00
Total Sierra Timberline					-5,000.00
<b>Tyrus Chimney Sweep</b>					
Bill Pmt -Check	08/17/2023	262413		20-1000 · Cash, Restrict...	-3,750.00
Total Tyrus Chimney Sweep					-3,750.00
<b>US Bank</b>					
Bill Pmt -Check	08/24/2023	262658		10-1000 · Cash, Operati...	-4,052.18
Bill Pmt -Check	08/24/2023	262658		20-1000 · Cash, Restrict...	-3,632.98
Total US Bank					-7,685.16
<b>Various Vendors</b>					
Bill Pmt -Check	08/28/2023		QuickBooks generated z...	10-1000 · Cash, Operati...	0.00
Total Various Vendors					0.00
<b>Wizix Technology Group</b>					
Bill Pmt -Check	08/10/2023	262214	copier	10-1000 · Cash, Operati...	-149.07
Bill Pmt -Check	08/17/2023	262416	Savin C4540	10-1000 · Cash, Operati...	-39.98
Total Wizix Technology Group					-189.05
<b>TOTAL</b>					<b>-321,879.61</b>

## Northern Sierra Air Quality Management District Payment details by Vendor Board Report September 2023

Type	Date	Num	Memo	Account	Amount
<b>Abigail Birnbryer</b>					
Bill Pmt -Check	09/18/2023	V977977	Burnwise	20-1000 · Cash, Restrict...	-900.00
Total Abigail Birnbryer					-900.00
<b>Adecco</b>					
Bill Pmt -Check	09/08/2023	263099	10-5318	10-1000 · Cash, Operati...	-1,776.60
Bill Pmt -Check	09/18/2023	263396	10-5318	10-1000 · Cash, Operati...	-814.28
Bill Pmt -Check	09/21/2023	263457	10-5318	10-1000 · Cash, Operati...	-644.02
Total Adecco					-3,234.90
<b>ADP Fees</b>					
Bill Pmt -Check	09/01/2023	664260	Payrol Processing Charges	10-1003 · Cash, Bank Pa...	-57.94
Bill Pmt -Check	09/15/2023	268151	Processing charges, 9/7/23	10-1003 · Cash, Bank Pa...	-57.94
Bill Pmt -Check	09/29/2023	880297	Processing charges, 9/15...	10-1003 · Cash, Bank Pa...	-57.94
Bill Pmt -Check	09/29/2023	189083	Processing Charges TS, ...	10-1003 · Cash, Bank Pa...	-38.72
Total ADP Fees					-212.54
<b>All Star Chimney, Eli Marchus</b>					
Bill Pmt -Check	09/08/2023	V977681		20-1000 · Cash, Restrict...	-300.00
Bill Pmt -Check	09/18/2023	V977961		20-1000 · Cash, Restrict...	-450.00
Total All Star Chimney, Eli Marchus					-750.00
<b>Asquith Business Service</b>					
Bill Pmt -Check	09/08/2023	V977672	PPE 9/1/2023	10-1000 · Cash, Operati...	-385.00
Bill Pmt -Check	09/21/2023	V978061	PPE 9/15/23, 4 EPA HO...	10-1000 · Cash, Operati...	-701.25
Total Asquith Business Service					-1,086.25
<b>AT&amp;T CALNET 3</b>					
Bill Pmt -Check	09/08/2023	263138		10-1000 · Cash, Operati...	-28.57
Bill Pmt -Check	09/21/2023	263515		10-1000 · Cash, Operati...	-55.49
Bill Pmt -Check	09/21/2023	263487		10-1000 · Cash, Operati...	-45.92
Total AT&T CALNET 3					-129.98
<b>B of A</b>					
Bill Pmt -Check	09/08/2023	V977610	Paydate	10-1000 · Cash, Operati...	-17,885.85
Bill Pmt -Check	09/21/2023	V978002	PPE 9/15/23	10-1000 · Cash, Operati...	-17,885.84
Total B of A					-35,771.69
<b>CALPERS (Health)</b>					
Bill Pmt -Check	09/21/2023	912772	October 2023	10-1000 · Cash, Operati...	-8,263.04
Total CALPERS (Health)					-8,263.04



**Northern Sierra Air Quality Management District**  
**Payment details by Vendor Board Report**  
**September 2023**

Type	Date	Num	Memo	Account	Amount
<b>CALPERS (Retirement)</b>					
Bill Pmt -Check	09/07/2023	912729	Monthly ER PEPRA ual ...	10-1000 · Cash, Operati...	-872.11
Bill Pmt -Check	09/07/2023	912727	Monthly ER Classic UAL ...	10-1000 · Cash, Operati...	-9,899.83
Bill Pmt -Check	09/07/2023	912728	PPE 9/1/2023	10-1000 · Cash, Operati...	-2,561.50
Bill Pmt -Check	09/21/2023	912773	PPE 9/15/2023	10-1000 · Cash, Operati...	-2,561.50
Bill Pmt -Check	09/21/2023	912774	Monthly ER PEPRA ual ...	10-1000 · Cash, Operati...	-872.11
Total CALPERS (Retirement)					-16,767.05
<b>CALPERS 457 PLAN</b>					
Bill Pmt -Check	09/07/2023	912730	PPE 9/1/2023	10-1000 · Cash, Operati...	-812.60
Bill Pmt -Check	09/21/2023	912775	PPE 9/15/2023	10-1000 · Cash, Operati...	-812.60
Total CALPERS 457 PLAN					-1,625.20
<b>Clientworks, Inc.</b>					
Bill Pmt -Check	09/21/2023	V978024		10-1000 · Cash, Operati...	-3,132.50
Total Clientworks, Inc.					-3,132.50
<b>Cooperative Personnel Services</b>					
Bill Pmt -Check	09/18/2023	V977929	HR Services	10-1000 · Cash, Operati...	-441.25
Total Cooperative Personnel Services					-441.25
<b>Dawn Lundford</b>					
Bill Pmt -Check	09/18/2023	V977958	Jury Mileage reimbursem...	10-1000 · Cash, Operati...	-9.32
Total Dawn Lundford					-9.32
<b>English Mountain Ranch</b>					
Bill Pmt -Check	09/08/2023	V977622		10-1000 · Cash, Operati...	-4,837.67
Total English Mountain Ranch					-4,837.67
<b>Fish, Joe</b>					
Bill Pmt -Check	09/08/2023	V977609		10-1000 · Cash, Operati...	-428.00
Total Fish, Joe					-428.00
<b>Hahn, J. aka Wolf Creek Wood Stoves</b>					
Bill Pmt -Check	09/07/2023	V977656	TAG 2018, Pellet, 2018-0...	20-1000 · Cash, Restrict...	-6,500.00
Bill Pmt -Check	09/18/2023	V977953	TAG 2020, #2020-019 Jo...	20-1000 · Cash, Restrict...	-6,500.00
Total Hahn, J. aka Wolf Creek Wood Stoves					-13,000.00
<b>Heat Transfer Systems</b>					
Bill Pmt -Check	09/07/2023	V977688		20-1000 · Cash, Restrict...	-26,508.96
Total Heat Transfer Systems					-26,508.96

**Northern Sierra Air Quality Management District**  
**Payment details by Vendor Board Report**  
**September 2023**

Type	Date	Num	Memo	Account	Amount
<b>Inc. Senior Citizens of Sierra County</b>					
Bill Pmt -Check	09/08/2023	263129	April - June 2023	20-1000 · Cash, Restrict...	-1,438.00
Total Inc. Senior Citizens of Sierra County					-1,438.00
<b>Integrity Heating and Air</b>					
Bill Pmt -Check	09/07/2023	263151		20-1000 · Cash, Restrict...	-67,500.00
Total Integrity Heating and Air					-67,500.00
<b>Intergrity Hearing &amp; Air</b>					
Bill Pmt -Check	09/18/2023	263431	TAG 2018, #2023-0020, ...	20-1000 · Cash, Restrict...	-10,000.00
Total Intergrity Hearing & Air					-10,000.00
<b>Intermountain Disposal, Inc. Vendor</b>					
Bill Pmt -Check	09/08/2023	263133	garbage	10-1000 · Cash, Operati...	-33.03
Bill Pmt -Check	09/08/2023	263134	Metal Hauling TAG 2018	20-1000 · Cash, Restrict...	-165.00
Total Intermountain Disposal, Inc. Vendor					-198.03
<b>James Merzon</b>					
Bill Pmt -Check	09/08/2023	V977696	Oct. 2023 rent	10-1000 · Cash, Operati...	-555.00
Total James Merzon					-555.00
<b>Melissa Klundby</b>					
Bill Pmt -Check	09/18/2023	V977960	Dental	10-1000 · Cash, Operati...	-1,250.00
Total Melissa Klundby					-1,250.00
<b>Quincy Hot Spot</b>					
Bill Pmt -Check	09/07/2023	263119		20-1000 · Cash, Restrict...	-23,400.81
Bill Pmt -Check	09/08/2023	263119	TAG 2018, 2021-597 Rut...	20-1000 · Cash, Restrict...	-250.00
Bill Pmt -Check	09/18/2023	263413		20-1000 · Cash, Restrict...	-8,000.00
Bill Pmt -Check	09/21/2023	263487	TAG 2018, Mero #2021-0...	20-1000 · Cash, Restrict...	-250.00
Total Quincy Hot Spot					-31,900.81
<b>Sonoma Technology</b>					
Bill Pmt -Check	09/18/2023	V977973	TAG 2018 Forecasting	20-1000 · Cash, Restrict...	-5,732.90
Total Sonoma Technology					-5,732.90
<b>Tasha Coleman</b>					
Bill Pmt -Check	09/08/2023	V977714	Dental	10-1000 · Cash, Operati...	-190.00
Total Tasha Coleman					-190.00

## Northern Sierra Air Quality Management District Payment details by Vendor Board Report September 2023

Type	Date	Num	Memo	Account	Amount
<b>Tyrus Chimney Sweep</b>					
Bill Pmt -Check	09/21/2023	263527		20-1000 · Cash, Restrict...	-500.00
Total Tyrus Chimney Sweep					-500.00
<b>US Bank</b>					
Bill Pmt -Check	09/21/2023	263433		10-1000 · Cash, Operati...	-4,361.56
Bill Pmt -Check	09/21/2023	263433		20-1000 · Cash, Restrict...	-1,656.65
Total US Bank					-6,018.21
<b>Wizix Technology Group</b>					
Bill Pmt -Check	09/18/2023	263430	3100R301282	10-1000 · Cash, Operati...	-147.98
Total Wizix Technology Group					-147.98
<b>TOTAL</b>					<b><u>-242,529.28</u></b>

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

**From:** Julie Hunter, Interim Air Pollution Control Officer

**Date:** October 23, 2023

**Agenda Item:** IV.A

**Agenda Description:** Discussion and Award of the 2024 Proposals for the AB2766 DMV Surcharge Grant and Authorization for the District Board Chair and APCO to execute Grant Agreements with the Applicants as awarded by the Board.

**Summary:** The District received numerous applications for the 2024 AB2766 DMV Surcharge Grant. Staff have reviewed the applications for completeness and cost effectiveness.

There is one proposal from Sierra County:

Sierra	Inc. Senior Citizens of Sierra County	Subsidized van pool services for senior citizens	\$5,763.00
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Sierra County has \$5,763 funds available for disbursement.

There are five proposals from Nevada County:

Nevada County Contractors Association	Scanning and digitizing County documents and plans for availability online. This is proposed to reduce vehicle trips to the County offices for this information.	\$11,900.00
Sierra Commons	Installation of an electric vehicle charging station. This is proposed to encourage electric vehicles	\$19,200.00
City of Grass Valley	Replace 2 Tier 0 John Deere Tractors with a single Tier 4 final John Deere Tractor.	\$50,000.00
County of Nevada Community Development Agency	Reduce vehicle traffic by creating trail connection, establishment of a park and ride location and improved signing and wayfaring to improve pedestrian and biking movement.	\$100,000.00
Sierra Senior Services	Replace a 2010 Subaru with an all-electric all-wheel drive vehicle to distribute Meals on Wheels to food insecure seniors in Eastern Nevada County four days weekly.	\$35,500.00

There is \$205,558 available for disbursement to Nevada County. \$216,600 in grant funds have been requested. The Board will need to review and discuss the disbursement of funds, since the requests exceed the available grant amount by \$11,042.

No funds are available for disbursement to Plumas County as the Air District utilized those funds as the project match requirement for the Portola nonattainment area Target Airshed Grant.

**Requested Action:**

Review the proposals and determine the award amounts to be awarded to each applicant and authorize for the District Board Chair and APCO to execute Grant Agreements with the applicants as awarded by the Board.

**ROLL CALL VOTE REQUESTED**

**Attachments:**

1. Spreadsheet – 2024 AB 2766 Available Funds and Grant requests
  2. Individual Project Applications - see separate attachment
-

County	Applicant*	Project Description	Requested Grant Amount	Co-Funding by Applicant	Total Project Cost	Percent of Co-Funding	Cost Effectiveness Score**		Emissions Reduced (lbs) per year
Nevada	Nevada County Contractors Association	Scanning and digitizing County documents and plans for availability online. This is proposed to reduce vehicle trips to the County offices for this information	\$ 11,900.00	\$ 4,000.00	\$ 15,900.00	25.16	20 year project life \$ 12.52 per pound		332.72
	Sierra Commons	Installation of an electric vehicle charging station. This is proposed to encourage electric vehicles	\$ 19,200.00	\$ -	\$ 19,200.00	0.00	\$ 41.51 per pound		
	City of Grass Valley	Replace 2 Tier 0 John Deere Tractors with a single Tier 4 final John Deere Tractor	\$ 50,000.00	\$ 11,976.57	\$ 65,000.00	18.43	10 year project life \$ 58.11 per pound		120
	County of Nevada Community Development Agency	Reduce vehicle traffic by creating trail connection, establishment of a park and ride location and improved signing and wayfaring to improve pedestrian and biking movement	\$ 100,000.00	\$ 54,500.00	\$ 154,500.00	35.28	12 year project life \$ 96.51 per pound		518.06
	Sierra Senior Services	Replace a 2010 Subaru with an all-electric all-wheel drive vehicle to distribute Meals on Wheels to food insecure seniors in Eastern Nevada County four days weekly.	\$ 35,500.00	\$ 19,695.00	\$ 55,195.00	35.68	10 year project life \$ 98.38 per pound		15.96

Total Amount of funds requested: \$ 216,600.00

Amount available for Disbursement: \$205,558

Difference between Total Available and Total Requested : \$ (11,042.00) ← Amount Remaining

County	Applicant	Project Description	Requested Grant Amount	Co-Funding by Applicant	Total Project Cost	Percent of Co-Funding	Cost Effectiveness Score**		Emissions Reduced (lbs) per year
Sierra	Inc. Senior Citizens of Sierra County	Subsidized van pool services for senior citizens	\$ 5,763.00	\$ 84,000.00	\$ 89,763.00	93.58	1 year project life: \$ 30.93 per pound		177

Total Amount of funds requested: \$ 5,763.00

Amount available for Disbursement: \$5,763

Difference between Total Available and Total Requested : 0 ← Amount Remaining

\*Projects are ordered by Cost Effectiveness

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

**From:**Julie Hunter, Interim Air Pollution Control Officer

**Date:**October 23, 2023

**Agenda Item IV.B**

**Agenda Description:** Appointment of Executive Director/APCO

**Summary:** The Ad Hoc Committee, after reviewing the recruitment process and various applications, is making a recommendation to the full Board regarding their suggested appointment to the position of Executive Director/APCO.

**Requested Action:**

- 1.Appointment of Julie Hunter as Executive Director/APCO
- 2.Approve Executive Director/APCO's contract.

**ROLL CALL VOTE REQUESTED**

**Attachments:**

- 1.Executive Director/APCO's contract
-

# **EMPLOYMENT AGREEMENT FOR AIR POLLUTION CONTROL OFFICER FOR THE NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT**

**THIS EMPLOYMENT AGREEMENT** is entered between the Northern Sierra Air Quality Management District (District) and Julie Hunter, (Air Pollution Control Officer, or APCO).

## **1. TERM**

The term of this agreement shall be as follows:

- A. Appointment. The appointment of Julie Hunter as APCO shall be effective beginning at close of business on October 23, 2023, and shall expire at the close of business on June 30, 2025.
- B. Future Reappointment. The Board may, in its discretion, reappoint Julie Hunter to another term as APCO, subject to the acceptance of such appointment by Julie Hunter.

## **2. PROFESSIONAL DUTIES**

The APCO shall, under the direction and authority of the District Board, perform such duties as the District shall require in carrying out the policies and directives of the District Board. The APCO shall have such powers and perform those duties as required by law and as specified by the District Board, including but not limited to the following:

- A. Plans, directs, and reviews the activities and operations of the District including enforcement of Federal, State, and local air pollution control statutes and regulations; coordinates assigned activities with other outside agencies; and provides highly responsible and complex administrative support to the Governing Board of Directors, in the capacity of an executive officer.
- B. Receives policy direction from the Northern Sierra Air Quality Management District Board of Directors. Recommends and administers the policies and procedures of the District.
- C. Develops, plans and implements District goals and objectives. Coordinates District activities with those of other outside agencies and organizations. Provides staff assistance to the District Board; prepares and presents staff



- reports and other necessary correspondence.
- D. Develops and administers the District budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.
  - E. Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the District. Exercises direct supervision over assigned clerical, technical, and professional personnel.
  - F. Represents the District to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

It is understood as to technical aspects connected with air pollution control programs, the APCO may delegate the actual responsibility for technical tasks to District staff. However, such programs shall remain under the authority and oversight of the APCO.

### **3. TENURE AND TERMINATION**

- A. The District Board may terminate this Agreement for any reason upon the affirmative vote of at least four Board Members comprising a quorum. In the event such a termination occurs, the Board agrees to pay Julie Hunter a lump sum cash payment equal to one (1) month for each full year of service up to a maximum of six (6) months' aggregate salary. The Board shall continue payment for health benefits for the same duration or until Julie Hunter finds other employment, whichever occurs first. Julie Hunter shall also be compensated for all earned vacation: however, no vacation shall accrue after termination. If termination is for a violation of law or malfeasance Julie Hunter shall not be entitled to termination pay and shall only be paid normal salary up to the date of termination.
- B. Julie Hunter may terminate the agreement at any time not less than thirty (30) calendar days advance written notice to the Chairperson of the District Board. In such event, Julie Hunter shall continue to render services to the effective date of termination and be paid regular compensation as set forth in this Agreement.

### **4. PERFORMANCE EVALUATION**

- A. The District Board shall initiate a review and evaluate the performance of the

APCO at least once annually as close as possible to the anniversary date of this Agreement. This review and evaluation shall be in accordance with specific criteria developed jointly by the District Board and APCO. The criteria may be modified from time to time by the Board in consultation with APCO.

- B. Annually, the District Board and APCO shall define such goals and performance objectives that determine the proper operation of the District and in the attainment of the District Board's policy objectives and shall further establish a relative priority among those various goals and objectives. These goals and objectives are to be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided.

## **5. COMPENSATION AND FRINGE BENEFITS**

- A. For the services performed pursuant to this Agreement, Julie Hunter shall receive the following compensation:
  - a. Salary schedule per the District policies (i.e. enter at same step as previous APCO had at time of separation)
  - b. For all subsequent years of this Agreement, and in any future reappointments, the District Board may grant a salary increase in an amount as deemed appropriate by a quorum of Board members. When making this determination, the Board must consider, among other factors, changes in the average consumer price index for goods and services; performance/merit of the APCO; the wages and benefits of Air Pollution Control Officers working at comparable Air Quality Districts; and the wages and benefits of other employees in the District. However, such a salary increase shall not occur if the Board determines that it would not be in the best interest of the District due to its financial condition or the performance of the APCO.
  - c. APCO shall receive \$400/month Deferred Compensation with no matching requirement.
  - d. APCO shall receive a vehicle allowance of \$500 per month in lieu of mileage reimbursement.
- B. In addition to the above salary, Julie Hunter shall receive the following benefits:
  - a. Health, dental, vision, and disability benefits equivalent to that of other District employees.
  - b. District paid employer contributions to the Public Employee Retirement System (PERS).
  - c. Vacation leave equivalent to that available to other District employees.
  - d. Annual sick leave equivalent to that available to other District

employees.

- e. Annual administrative leave of one hundred sixty (160) hours for each fiscal year per District policy.
- f. District paid professional dues and subscriptions as necessary for continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for continuous professional growth, participation, and knowledge enhancement. The monetary limit on these costs shall be set forth in the annual budget as adopted by the Board.
- g. Paid holidays as permitted other District employees.

## **6. WORK PRODUCT**

Julie Hunter agrees that all files, notes, documents, data, correspondence, drawings, reports, and other materials prepared by or furnished to Julie Hunter in connection with the work as APCO shall be and remain the sole and exclusive property of the District.

## **7. COMPLIANCE WITH LAWS**

Julie Hunter agrees to comply with all applicable Federal, State, and local laws, rules and regulations, and ordinances, and all provisions required thereby to be included herein are incorporated by reference.

## **8. SOLE AGREEMENT**

This Agreement contains the entire agreement of the parties relating to the rights herein granted and the obligations herein assumed. This Agreement supersedes all prior negotiations, representations, or agreements, whether written or oral. Any oral representations or modifications concerning this Agreement shall have no force or effect excepting subsequent written modification signed by the parties hereto. A photocopy or facsimile of this Agreement shall be equal in authenticity as the original.

**IN WITNESS WHEREOF**, this Agreement has been executed as of the date accompanying the signature of the parties hereto.

**NORTHERN SIERRA AIR QUALITY  
MANAGEMENT DISTRICT**

By: \_\_\_\_\_

Title:

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: Julie Hunter

Date: \_\_\_\_\_

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

**From:** Julie Hunter, Interim Air Pollution Control Officer

**Date:** October 23, 2023

**Agenda Item:** IV.C

**Agenda Description:** Approval of an Administrative Assistant/Accounting Clerk I, II, and III job description and salary range

**Summary:**

The Administrative Assistant/Accounting Clerk job description was originally created as just a I, Step A through E. Attached is the revised job description for the Administrative Assistant/Accounting Clerk I, II and III for the position to allow for advancement. The new salary schedule was developed based on the APCS I, II, and III salaries.

**Requested Action:**

1. Review and approve revised Administrative Assistance/Accounting Clerk job description and salary range.

**Attachments:**

1. Administrative Assistance/Accounting Clerk I, II and III job description
  2. Administrative Assistance/Accounting Clerk salary range
- 
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### **Administrative Assistant/Accounting Clerk I, II and III**

#### **Definition:**

Under direct supervision of the Executive Director, serves as the Clerk of the Board; provide administrative support to the Board of Directors and the Executive Director/Air Pollution Control Officer; plan, organize and lead the activities of an administrative technical unit; perform confidential work including in the area of employer-employee relations; assist in the coordination of personnel and benefit functions; administer payroll and benefits processes, performs a variety of technical and office support work related to Burn Permits, PTO's, Vapor Recovery, Stationary Sources, and Grants; Assist accountant on preparation and reconciliation accounting records and reports; and performs other duties as assigned.

To perform responsible and specialized secretarial and clerical duties in support of the Northern Sierra Air Quality Management District and Board of Directors.

#### **Distinguishing Characteristics:**

Perform the full range of technical work in all the following areas: billing, processing, payroll, accounts receivable and accounts payable. In addition, this position performs a variety of record keeping, reconciliation, payroll time reports, contract administration and report preparation activities, health, and retirement benefits recordkeeping for employees through the California PERS system. Participate in office support work performing multiple duties to ensure efficiency. District service.

This position requires specialized accounting knowledge, abilities, skills and experience, and frequent contact with the public, other District staff and Board members.

#### **Administrative Assistant/Accounting Clerk I**

This is the entry level class. Incumbents are expected to work under supervision on their area of assignment, which requires background and experience in air pollution control, and related District, State, and federal rules and regulations. Must be able to follow procedures, work semi-independently, deal well with the public and industry, and conduct themselves in a professional manner at all times.

Two years of progressively responsible experience in an administrative managerial capacity or sixty (60) semester units or ninety (90) quarter units from an accredited college or university, or a combination of experience and training that provides the desired knowledge and abilities.

#### **Administrative Assistant/Accounting Clerk II**

This is the journey level class in the professional series. Class II differs from Class I in that incumbents are given a full range of assignments are expected to work with a high degree of independence, with supervision available from the Air Pollution Control Officer. Possesses a more complete understanding of all responsibilities and the skills and abilities to perform additional tasks.

Five years of progressively responsible experience in an administrative managerial capacity or sixty (60) semester units or ninety (90) quarter units from an accredited college or university, or a combination of experience and training that provides the desired knowledge and abilities.

#### **Administrative Assistant/Accounting Clerk III**

This is an advanced journey level class in the professional series. Class III differs from the Class II in that incumbents are given a full range of assignments in difficult and highly specialized areas which requires mastery of substantial technical knowledge and skills with a high degree of independence. Possesses a thorough understanding of all responsibilities and the skills and abilities to perform additional tasks.

Eight years of progressively responsible experience in an administrative managerial capacity or sixty (60) semester units or ninety (90) quarter units from an accredited college or university, or a combination of experience and training that provides the desired knowledge and abilities.

### **Examples of Essential Duties: (Illustrative only)**

- Serve as Clerk to the Board of Directors; prepare agendas; record minutes of board meetings; process minute orders and resolutions; schedule Board committee meetings and appointments; arrange for publication and posting of public and closed hearing notices; maintain board documents as required by the records retention policy or by state law; and provide administrative support as required by the Board.
- Calculate, verify, process, and maintain payroll records; ensure compliance with laws and District policies; resolve payroll related problems; maintain related documents and reports.
- Provide various payroll-related information to the Executive Director and outside agencies, and as requested, to others within the restrictions of the law.
- Calculate and prepare payments for employee insurances, retirement, and other employee deductions and benefits.
- Review for accuracy all related payroll reports including W-2's, State and Federal quarterly and annual returns.
- Track and process purchase orders; review invoices and reports for accuracy and appropriate authorization: ensure that funds are budgeted and available and prepare documentation for timely payment; enter and verify data into the automated accounts payable system to produce payment, prepare payments for mailing and file copies with backup.
- Use a variety of standard office equipment, including a computer and various. Spreadsheet, database, and word processing software.
- Perform general office support duties such as open and route mail and deliveries; answer phones and door; prepare correspondence; and duplicate, scan and distribute various written materials.
- May assume other customer service responsibilities as required.
- Assist with special projects as requested.
- Contribute to a positive work environment by participating in solutions to problems as they occur.
- Perform a variety of responsible clerical and secretarial duties for the Board of Directors,
- Assist in preparing for and coordinating meetings of the Board of Directors; record and transcribe board meetings and word process a variety of documents, reports, memoranda, forms, and charts where knowledge of format and presentation is necessary.
- Compose routine correspondence and memoranda; proofread for accuracy, correct for form, spelling, and proper grammar. •
- Maintain and monitor records and files; track board requirements for State Required documents, such as FPPC Form 700's, Ethics Training, and Sexual Harassment Training (AB1661).
- Perform other duties as assigned.
- Maintain insurance records for the District.
- Classify and post expenditures, revenues, and maintain records of postings; and reconcile to financial reports.

### **QUALIFICATION GUIDELINES**

#### **Education and/or Experience**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

#### **Knowledge and Ability of:**

- Principles and methods of sound public and business administration with emphasis on organization, and budgetary preparation and control.
- Principles and practices of management and supervision.

- Personnel administration.
- Methods and techniques of training, motivation, and scheduling work assignments
- Principles and practices of governmental accounting, including payroll and accounts payable.
- Principles and practices of Workers' Compensation management.
- Benefit administration.
- Automated financial information systems.
- Grant and contract preparation and review process practices.
- Procedural aspects of building maintenance and fleet vehicle maintenance.
- Principles and practices of purchasing.
- Applicable federal, state, and local laws, codes, and regulations, including those applicable to financial activities of special districts.
- Methods and techniques for record keeping, report preparation, and writing.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Analyze administrative problems and recommend solutions.
- Standard office procedures, practices, and the operation of modern office equipment, including a computer and applicable software.
- Techniques for providing an elevated level of customer service by effectively dealing with the public, vendors, contractors, and District Staff.
- Coordinate a variety of administrative operations.
- Read, interpret, and record data accurately.
- Organize, prioritize, and follow-up on work assignments.

### **PHYSICAL ABILITIES**

Must be able to perform the essential functions of the job. This position requires mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The nature of the work also requires the incumbent to occasionally drive motorized vehicles.

At times, the public can disagree with the requirements of regulatory agencies and may be difficult to work with. This position must be able to manage these types of situations with diplomacy and tact.

### **WORKING CONDITIONS - ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **SPECIAL REQUIREMENTS**

- This position must possess a valid California Class C Driver's License.
- Safety training as required by the District's Safety Program.



**Accounting Clerk/Administrative Assistant II**  
**SALARY RANGE**

Effective July 1, 2023

<u>Steps</u>	<u>Hourly Rate</u>	<u>Monthly Rate</u>	<u>Yearly Rate</u>
A	\$ 30.31	\$5,253.73	\$63,044.80
B	\$ 31.79	\$5,510.27	\$66,123.20
C	\$ 33.39	\$5,787.60	\$69,451.20
D	\$ 35.09	\$6,082.27	\$72,987.20
E	\$ 36.84	\$6,385.60	\$76,627.20

**Accounting Clerk/Administrative Assistant III**  
**SALARY RANGE**

Effective July 1, 2023

<u>Steps</u>	<u>Hourly Rate</u>	<u>Monthly Rate</u>	<u>Yearly Rate</u>
A	\$ 33.39	\$ 5,787.60	\$ 69,451.20
B	\$ 35.09	\$ 6,082.27	\$ 72,987.20
C	\$ 36.84	\$ 6,385.60	\$ 76,627.20
D	\$ 38.70	\$ 6,708.00	\$ 80,496.00
E	\$ 40.63	\$ 7,042.53	\$ 84,510.40

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

**From:** Julie Hunter, Interim Air Pollution Control Officer

**Date:** October 23, 2023

**Agenda Item:** IV.D

**Agenda Description:** Approval of promoting Dawn Lundsford to Assistant/Accounting Clerk II, Step C

**Summary:**

The Administrative Assistant/Accounting Clerk job description was originally created as just a I, Step A through E. As described above, the job description was revised to include a level II and III, with Steps A through E.

**Requested Action:**

1. Approval of promoting Dawn Lundsford to Assistant/Accounting Clerk II, Step C

**ROLL CALL VOTE REQUESTED**

**Attachments:**

None

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

**From:** Julie Hunter, Interim Air Pollution Control Officer

**Date:** October 23, 2023

**Agenda Item:** V.A – Directors Report (Informational Only)

**Agenda Description:** Implementation of a Dust fee for Dust Mitigation Plan reviews and Complaints for Cost Recovery for Staff time

**Summary:** District staff review project plans from the Planning Departments of Nevada, Plumas and Sierra counties. When a project includes fugitive dust, the applicant is required to submit a Dust Mitigation Plan. Staff review and approve Dust Mitigation Plans and provide the applicant with written approval, but not a permit. Recently staff have developed a Dust Plan Approval Application to ensure dust mitigation is followed per the Districts Dust Control requirements (Rule 226) and has the applicant sign the application as a measure to ensure compliance with the mitigation plan. Additionally, staff responds to dust complaints, as reported in previous Compliance and Enforcement Staff Reports. Utilizing the Evaluation Fee currently within our Permit Fees (Regulation VI, Rule 603, A.4 (\$150.82 per hour) I propose revising the Dust Rule (266), to include language that states a Dust Permit is required and an Evaluation Fee applied to Dust Mitigation Plan review. The evaluation fee will provide cost recovery for the initial review and issuance of the permit. With the Boards approval, I would like to present a revised Rule 226 with the incorporation of an evaluation fee for cost recovery.

**Requested Action: Board Direction**

**Attachments:**

1. Dust Plan Approval Application

## Dust Plan Approval Application

Return Application to: [office@myairdistrict.com](mailto:office@myairdistrict.com)

Person Responsible (for ensuring the Dust Plan Conditions are followed): \_\_\_\_\_

Responsible Party Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Company: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Address of Soil Disturbance: \_\_\_\_\_

APN's Involved: \_\_\_\_\_

Project Number issued by the County: \_\_\_\_\_

Brief Project Description (include additional plans and maps as necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**District Section Only**

Dust Plan Number: \_\_\_\_\_ Approval Date: \_\_\_\_\_ Application Fee: \_\_\_\_\_

Conditions of the Approved Plan: \_\_\_\_\_

\_\_\_\_\_

**District Representative, Printed Name and Title:** \_\_\_\_\_

District Representative, Signature and Title: \_\_\_\_\_

Any person who violates Northern Sierra Air Quality Management District Rules and Regulations is guilty of a misdemeanor punishable by imprisonment in the County Jail not exceeding 12 months and/or a fifty thousand dollar (\$50,000) fine. I also understand noncompliance with the conditions of this permit may result in the assessment of penalties pursuant to Air District rules and the California Health & Safety Code §42400 et seq.

***By signing this application, you are verifying all information is correct and understand you may begin construction and soil disturbance upon receipt of your approved application.***

Applicant Printed Name and Title: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Guidelines for Preparation of a Dust Control Plan Pursuant to District Rule 226**

District Rule 226 states, "A dust control plan must be submitted to and approved by the Air Pollution Control Officer before topsoil is disturbed on any project where more than one (1) acre of natural surface area is to be altered or where the natural ground cover is removed." This applies to any clearing or grading. For smaller projects, "reasonable precautions" (such as watering as necessary) must be taken to prevent dust emissions.

Typically, the Dust Control Plan requirement is fulfilled by clearly phrased and enforceable conditions included on the project grading plans, preferably under its own heading. Following is a set of standard minimum Dust Control measures recommended for inclusion in the Plan. If a project is in an area mapped as having ultramafic rock or serpentine, or if these rock types are discovered on site, the statewide Asbestos Airborne Toxic Control Measure (ATCM) for Construction, Grading, Quarrying, and Surface Mining Operations (Section 93105 of Title 17 of the California Code of Regulations) applies, and specifies more stringent conditions than those listed below. Also, for large projects or in special circumstances (such as near schools or other sensitive receptors), additional measures (e.g. limits on active disturbance area or grading hours) may be required.

**THE PERMITTEE IS RESPONSIBLE FOR COMPLYING WITH ALL CONDITIONS.**

**Minimum Conditions that will be included in the plan.**

1. Person responsible for ensuring that all adequate dust control measures are implemented in a timely and effective manner shall be identified to the Air District and in the Dust Control Plan.
2. All material excavated, stockpiled, or graded shall be sufficiently watered, treated, or covered to prevent fugitive dust from leaving the property boundaries and/or causing a public nuisance. Watering during summer months should occur at least twice daily, with complete coverage of disturbed areas.
3. All areas with vehicle traffic shall be watered or have dust palliative applied as necessary to minimize dust emissions.
4. All on-site vehicle traffic shall be limited to a speed of 15 mph on unpaved roads.
5. All land clearing, grading, earth moving, or excavation activities on a project shall be suspended as necessary to prevent excessive windblown dust when winds are expected to exceed 20 mph.
6. All inactive portions of the development site shall be covered, seeded, or watered or otherwise stabilized until a suitable cover is established.
7. All material transported off-site shall be either sufficiently watered or securely covered to prevent it being entrained in the air, and there must be a minimum of six (6) inches of freeboard in the bed of the transport vehicle.
8. Paved streets adjacent to the project shall be swept or washed at the end of each day, or more frequently if necessary, to remove excessive accumulations or visibly raised areas of soil which may have resulted from activities at the project site.
9. Prior to final occupancy, the applicant shall re-establish ground cover on the site through seeding and watering.

**AIR POLLUTION PENALTIES**

Pursuant to the California Health and Safety Code, Section 42400 et. seq., any person who emits an air contaminant in violation of any applicable part of the Health and Safety Code, or any rule, regulation, permit or order of the state board or of a district may be subject to the following maximum monetary penalty and/or duration of imprisonment in the county jail. Each day during any portion of which a violation occurs is a separate offense.

<b>Description of Violation</b>	<b>Maximum Fine</b>	<b>Maximum Imprisonment</b>
General violation (misdemeanor)	\$1,000	6 Months
General violation causing actual injury to the health or safety of a considerable number of persons or the public (misdemeanor)	\$15,000	9 Months
Violation involving negligence (misdemeanor)	\$25,000	9 Months
Violation involving negligence and causing great bodily injury to, or death of, any person (misdemeanor)	\$100,000	1 Year
Violation in which the violator knows of the violation and fails to take corrective action within a reasonable period of time (misdemeanor)	\$40,000	1 Year
Violation in which the violator knows of the violation and fails to take corrective action within a reasonable period of time, and which causes great bodily injury to, or death of, any person (misdemeanor)	\$250,000	1 Year
Violation that is willful and intentional (misdemeanor)	\$75,000	1 Year
Violation that is willful and intentional, or is committed with reckless disregard for risk, and which results in any unreasonable risk of great bodily injury to, or death of, any person (public offense)	\$125,000	1 Year
Violation that is willful and intentional, or is committed with reckless disregard for risk, and which results in great bodily injury to, or death of, any person (public offense)	\$250,000	1 Year

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

**From:** Julie Hunter, Interim Air Pollution Control Officer

**Date:** October 23, 2023

**Agenda Item:** V.B – Directors Report (Informational Only)

**Agenda Description:** Discussion of adding language to Rule 302 that burning is only allowed between the hours of 9am and 3pm.

**Summary:** The District has been receiving several complaints regarding neighbors burning during the night and very early morning causing smoke to settle into neighborhoods. Currently burning is “recommended” between 9am to 3pm when dispersion is best. Other Districts do have restrictions/rules limiting hours of burning to avoid smoke impacting communities. This discussion is to determine if the District should prohibit burning between the hours of 4pm to 8am.

**Requested Action:** None

**Attachments:** None

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

**From:** Julie Hunter, Interim Air Pollution Control Of

**Date:** October 23, 2023

**Agenda Item Number:** VII.A – Staff Reports

**Agenda Description:** Staff Reports/Program Updates (Informational Only)

**Summary:** Staff will begin providing Quarterly Reports starting in January.

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