Northern Sierra
Air Quality
Management District

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

Monday
August 25, 2025
1:00 PM

Hardy Bullock, Chair
Nevada County Supervisor, District Five

Heidi Hall, Vice Chair
Nevada County Supervisor, District One

Paul Roen
Sierra County Supervisor, District Three

Lee Adams
Sierra County Supervisor, District One

Dwight Ceresola
Plumas County Supervisor, District One

Tom McGowan
Plumas County Supervisor, District Three

Alternates:
Lisa Swarthout, 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, 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

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

August 25, 2025
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 317
Grass Valley, California

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

(Site C) VIDEOCONFERENCE
Rood Center
950 Maidu Ave, Suite 129
Nevada City, California

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

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:
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.
A. Approval of regular meeting minutes – July 28, 2025
B. Payment Details by Vendor Board Report – July 2025

IV. Administrative Report (Action/Discussion Items)
A. Resolution of Appreciation – Mr. John Crouch
B. Re-appointment of the Executive Director/ Air Pollution Control Officer
C. Review and Approval of District Procurement Policy

D. Review and Authorize the Chair and APCO to execute a Grant Agreement for Carl Moyer grant funds for Tahoe Truckee Unified School District, for Electric Bus Charging Infrastructure.

V. Director's Report (Informational Only)

A. Clean Air Shelters
B. Co-Chair WRAP – Fire and Smoke Committee

VI. Staff Reports/Program Updates (Informational Only)

A. Monitoring
B. Planning
C. Permitting
D. Compliance/Enforcement
E. Grants
F. TAG

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

VIII. Schedule next Meeting – Video/Phone Conference September 22, 2025 @ 1:00 PM

IX. Adjournment

PERSONS DESIRING TO ADDRESS THE BOARD

Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. The latest edition of Robert's Rules of Order, Revised shall also be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Robert's Rules of Order, Revised.
All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

PUBLIC COMMENT:

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

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

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

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

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

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

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

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

POSTING AGENDA:

This agenda was posted at least 72 hours prior to the regular meeting at the following locations: Eric Rood Government Center in Nevada City, The Plumas County Courthouse in Quincy, the Litton Building in Grass Valley, 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**

To:Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: August 25, 2025

Agenda Item: II

Agenda Description: Approval and/or Modifications to Agenda

Requested Action: Discuss any modifications to the agenda and approve agenda with a roll call vote.

ROLL CALL VOTE REQUESTED

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: August 25, 2025

Agenda Item: III.A

Agenda Description: Approval of July 28, 2025 Board Minutes

Requested Action: Approve July Board Minutes

ROLL CALL VOTE REQUESTED

Attachments:
July 28, 2025 Board Minutes

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: August 25, 2025

Agenda Item: III.B

Agenda Description: Payment Details by Vendor Board Report – July 2025

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

Requested Action:Review and approve Payment Details July 2025

ROLL CALL VOTE REQUESTED

Attachments:
Payment Details by Vendor Board Report – July 2025

To: Northern Sierra Air Quality Management District Board of Directors

Date: August 25, 2025

Agenda Item Number: IV.A

Agenda Description: Resolution of Appreciation – Mr. John Crouch

Summary:

Mr. John Crouch of Hearth Patio and Barbecue (HPBA) has dedicated his time to Portola's Targeted Airshed Grants annual wood stove event since the program kicked off in 2015. He has played a crucial role in supporting air quality improvement efforts in Plumas County. After serving as industry champion for our continuous community woodsmoke education projects, Mr. Crouch is heading to a well-deserved retirement, and we appreciate all he has done and wish him the very best!

Requested Action:
Review and Approved Resolution of Appreciation

ROLL CALL VOTE REQUESTED

Attachment:
Resolution of Appreciation

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Interim Air Pollution Control Officer

Date: August 25, 2025

Agenda Item IV.B

Agenda Description: Re-appointment of Executive Director/APCO

Summary: In a closed session held on July 28, 2025, the Board discussed the re-appointment of the Executive Director/APCO and by consensus, the Board approved the re-appointment of the Executive Directory/APCO. Staff was directed that an Ad Hoc Committee will be formed to evaluate the terms of the appointment and revise as necessary based on a salary study of other comparative Air Districts.

Requested Action:
1.Re-appointment of Julie Hunter as Executive Director/APCO
2.Approve Executive Director/APCO's contract.

ROLL CALL VOTE REQUESTED

Attachments:
Executive Director/APCO Contract

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: August 25, 2025

Agenda Item: IV.C

Agenda Description: Review and Approval of District Procurement Policy

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

Requested Action:
Review and Approve District Procurement Policy

ROLL CALL REQUESTED

Attachments:
District Procurement Policy

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: August 25, 2025

Agenda Item: IV.D

Agenda Description: Review and Authorize the Chair and APCO to execute a Grant Agreement for Carl Moyer grant funds for Tahoe Truckee Unified School District, for Electric Bus Charging Infrastructure

Summary:
Attached please find a grant agreement between the District and Tahoe Truckee Unified School District, for Electric Bus Charging Infrastructure. These contracted funds are a portion of Carl Moyer funding specifically designed for EV infrastructure projects.

Requested Action:
Authorize the Chair and APCO to execute a Grant Agreement for Carl Moyer grant funds for Tahoe Truckee Unified School District, for Electric Bus Charging Infrastructure

ROLL CALL REQUESTED

Attachments:
Grant Agreement between NSAQMD and TTUSD

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: August 25, 2025

Agenda Item V.A

Agenda Description: Clean Air Shelters

Summary:
Clean Air Shelters are located in Nevada and Plumas Counties. Staff are working with CAPCOA to place shelter locations on an app for use during wildfire events. Locations in each county include:
Nevada County: Vets Hall, Fire Academy/Sierra College, Community Center, Pen Valley Library/Conference Room, and the Truckee Airport
Plumas County: Libraries (Portola, Quincy and Chester), Plumas County Fairgrounds, Portola Vets Hall, Quincy Vets Hall, Chester Memorial Hall, and Almanor Recreation Center.
At this time there are no locations in Sierra County with air filtration devices. We do have four spare units, if there are locations identified that would host a Clean Air Shelter.

Requested Action:
None – informational only

Attachments:
None

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: August 25, 2025

Agenda Item V.B

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

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

Requested Action:
None – informational only

Attachments:
None