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MINUTES

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT

BOARD OF DIRECTORS

July 28, 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 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 Supervisor Office
10183 Truckee Airport Road
Truckee, California

Members Present:
Supervisor Bullock, Chair
Supervisor Ceresola

Supervisor Adams
Supervisor Roen

Members Absent:
Supervisor Hall
Supervisor McGowan

I. Standing Orders:

A. Call to Order.

Chair Bullock called the meeting to order at 12:58 p.m.

B. Roll Call and Determination of Quorum.

A quorum was confirmed. With the following Board members being present: Chair Bullock, Supervisor Adams, Supervisor Ceresola, Supervisor Roen

Supervisor McGowan was absent.
Vice Chair Hall was absent.

Also, present; Julie Hunter, APCO, Dawn Lunsford, Clerk of the Board, Kit Elliott, 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. All Teleconference Sites are Allowed an Opportunity for Public Comment.

Chair Bullock called for public comment on items not appearing on the agenda.

There was no public comment.

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II. Approval and/or Modifications to Agenda.

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

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 – June 23, 2025
B. Payment Details by Vendor Board Report – June 2025
C. Approval of Creating Answers Revised Contract

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

IV. Closed Session- Pursuant to Government Code section 54957 (b)(1), a closed session will be held to discuss the reappointment of the Executive Director.

Chair Bullock asked Kit from Nevada County Counsel to go over the previous process.

Kit went over the previous process; we did a survey of salaries for all employees including the APCO to bring staff up to current rates and a resolution is in place for Cost of living that continues through the end of fiscal year 2026 to 2027. We did a search for APCO and brought in Julie Hunter and created this contract with her that was effective October 23, 2023, through June 30, 2025.

Kit explained that we need to get a renewal contact back in place. Chair Bullock requested a two-year renewal of Julie's contract. At this time we will put together a Ad hoc to work with Julie to get a comparison of salaries with other Air District's APCO. Also, Chair Bullock will do an annual performance review with Julie and document that. We will bring back to a close session the comparison of salaries for APCO's and the performance review. We can bring back an amendment to the contract if there are changes needed.

A closed session was called, and staff members Julie Hunter and Dawn Lunsford left the meeting. Following closed session, staff members Julie Hunter and Dawn Lunsford returned to the meeting. District Counsel reported out of closed session that direction will be given to staff.

V. Administrative Report (Action/Discussion Items)

A. Approve of Resolution #2025-02 for the District to accept funds from the California Resources Board for the AB617 CAPP Implementation Fund

Julie proceeds to go over the grant. This will be our second round of implementation fund. The California Air Resources Board has requested that the District submit a resolution signed by its Board of Directors which authorizes the District to accept $25,266.04 for expenses necessary for the implementation of AB617. This Grant Award provides funding to implement the Community Air Protection Program consistent with the goals of Assembly Bill 617 (Chapter 136, Statutes of 2017). Funds for implementation pursuant to Assembly Bill 617 may support selecting locations and deploying community air monitoring systems, deploying fence-line monitoring, developing an expedited schedule for requiring best available retrofit control technology, and developing Community Emissions Reduction Programs which includes efforts to improve community capacity to participate in the process, determining the proportional contribution of sources to air pollution exposure, developing rules, staff support, collecting data and reporting and other related tasks. Julie has asked Scott to assist on this program.

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

B. Review and Approval of District Draft of Procurement Policy

Julie explained at the June meeting, the Board approved going into contract with Creating Answers, a fiscal compliance firm. Upon our first meeting with Creating Answers, we discussed that a Procurement Policy was one of our highest priorities. Attached is a Draft Procurement Policy for the District for the Board's review and approval. If the boards approve the draft Procurement Policy, we can bring it back to the next meeting with a resolution for the board to sign and put into policy. This is one of the items we have not been able to provide for our annual audit.

Chair Bullock asked if counsel had reviewed the Procurement Policy. Jule said it has not. Chair Bullock asked if we could approve the draft and then send to Kit for legal review and if any changes need to be made, we will bring it to Creative Answers have them make the changes and then bring back to the board for final approval of the Procurement Policy.

Supervisor Adams made a motion to approve Procurement Policy draft and bring the final policy back, pending legal counsel review. Supervisor Roen seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

VI. Directors Report (Informational only)

No Directors Report this month.

VII. Concerns of the Board:

None

VIII. Schedule for Next Meeting: August 25, 2025, at 1:00 pm

IX. Adjourn the meeting: 1:15 pm.

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Chair Signature

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Clerk of the Board Signature