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

Monday
July 28, 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

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 D) VIDEOCONFERENCE/TELEPHONE CONFERENCE
Nevada County Supervisor Office
10183 Truckee Airport Road
Truckee, California

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

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

V. Administrative Report (Action/Discussion Items)
A. Approval of Resolution #2025 – 02 for the District to accept funds from the California Resources Board for the AB617 CAPP Implementation Funds

B. Review and Approval of District DRAFT Procurement Policy

VI. Director's Report (Informational Only)

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 August 25, 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: July 28, 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: July 28, 2025

Agenda Item: III.A

Agenda Description: Approval of June 23, 2025 Board Minutes

Requested Action: Approve June Board Minutes

ROLL CALL VOTE REQUESTED

Attachments:
June 23, 2025 Board Minutes

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: July 28, 2025

Agenda Item: III.B

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

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

Requested Action:Review and approve Payment Details June 2025

ROLL CALL VOTE REQUESTED

Attachments:
Payment Details by Vendor Board Report – June 2025

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: July 28, 2025

Agenda Item: III.C

Agenda Description: Approval of Creating Answers Revised Contract

Summary: The Board approved a contract with a fiscal firm, Creating Answers at the June Board Meeting. Direction was given to the APCO to include a "not to exceed" amount. During the meeting the APCO suggested a not to exceed $60,000 a year. Creating Answers agreed to this amount. Attached is the revised contract.

Requested Action: Review and approve revised Creating Answers contract.

ROLL CALL VOTE REQUESTED

Attachments:
Creating Answers Revised Contract

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: July 28, 2025

Agenda Item: IV

Agenda Description: Closed Session Item

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

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: July 28, 2025

Agenda Item: V.A

Agenda Description: Approval of Resolution #2025 – 02 for the District to accept funds from the California Resources Board for the AB617 CAPP Implementation Funds

Summary:
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.

Requested Action:
Authorize the Chair to sign Resolution #2025-02

ROLL CALL REQUESTED

Attachments:
Resolution # 2025-02

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: July 28, 2025

Agenda Item: V.B

Agenda Description: Review and Approval of District DRAFT Procurement Policy

Summary:
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.

Requested Action:
Review and Approve Draft Procurement Policy

ROLL CALL REQUESTED

Attachments:
Draft Procurement Policy