

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

**Monday
June 23, 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**

**June 23, 2025
1:00 P.M.**

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

**(Site A) In-Person/Video Conference
Nevada County Supervisor Office
10183 Truckee Airport Road
Truckee, California**

**(Site B) VIDEOCONFERENCE
Rood Center
950 Maidu Ave, Ste 129
Nevada City, California**

**(Site C) VIDEOCONFERENCE
Chester Sheriff's Office
1st Avenue
Chester, 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 – March 24, 2025
- B. Approval of Special Meeting minutes – June 9, 2025
- C. Payment Details by Vendor Board Report – March, April and May 2025

IV. Administrative Report (Action/Discussion Items)

- A. Resolution of Appreciation – Mr. Ed Scofield
- B. Final Approval for FY 2025-2026 Operating and Restricted Budget – Resolution# 2025-01
- C. Approval of the Grant Agreement for the Districts Prescribed Burn Reporting and Monitoring Support Program for FY 24-25 (G21-PBRM-18-3) Resolution #2025-03

- D. Approval of Northern Sierra Air Quality Management District's AB2766 DMV Surcharge Fund Program RFP – Grant Year 26
- E. Approval of Amended Contract with CPSHR – FY 25-26
- F. Review and Approval of Creating Answers Contract for Financial Services

V. Director's Report (Informational Only)

- A. CalFire Burn Suspension Update

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 July 28, 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: June 23, 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: June 23, 2025

Agenda Item: III

Agenda Description: Approval of March 24, 2025 Board Minutes

Requested Action: Approve March Board Minutes

ROLL CALL VOTE REQUESTED

Attachments:

March 24, 2025 Board Minutes

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: June 23, 2025

Agenda Item: III.B

Agenda Description: Approval of Special Meeting minutes – June 9, 2025

Requested Action: Approve June 9, 2025 Special Meeting Board Minutes

ROLL CALL VOTE REQUESTED

Attachments:

June 9, 2025 Special Meeting Board Minutes

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: June 23, 2025

Agenda Item: III.C

Agenda Description: Payment Details by Vendor Board Report – March, April, and May 2025

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

Requested Action: Review and approve Payment Details March, April, and May 2025

ROLL CALL VOTE REQUESTED

Attachments:

Payment Details by Vendor Board Report – March, April, May 2025

To: Northern Sierra Air Quality Management District Board of Directors

Date: June 23, 2025

Agenda Item Number: IV.A

Agenda Description: Resolution of Appreciation – Mr. Ed Scofield

Summary:

Mr. Ed Scofield has been a Board member for the Air District since January 1, 2015, and served as Chair in 2019. He has been crucial in supporting air quality efforts in Nevada, Sierra and Plumas counties. After serving as the Nevada County District Two Supervisor after 16 years, been a champion of many community improvement projects, Mr. Scofield 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, Air Pollution Control Officer

Date: June 23, 2025

Agenda Item IV.B

Agenda Description: Final Approval for FY 2025-2026 Operating and Restricted Budget – Resolution# 2025-01

Summary:

At a Special Board Meeting held on June 9, 2025, a public hearing was held to receive comments on the Districts FY 2025-2026 Operating and Restricted Budget. There was no public comment. The Board reviewed the preliminary FY 2025-2026 Operating and Restricted Budget

Requested Action:

1. Adopt FY 2025-2026 Operating and Restricted Budget
2. Authorize Chair to sign Resolution # 2025-01

ROLL CALL VOTE REQUESTED

Attachments:

1. District's Fiscal Year 2025/2026 Operating and Restricted Budget
2. Resolution #2025 – 01 Adoption of Budget 2025-2026

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: June 23, 2025

Agenda Item: IV.C

Agenda Description: Approval of the Grant Agreement for the Districts Prescribed Burn Reporting and Monitoring Support Program for FY 24-25 (G21-PBRM-18-3) Resolution #2025-03

Summary:

The District will be receiving \$100,000 from the Prescribed Burn Reporting and Monitoring Support Program for FY 24-25. This grant pays for staff time to issue burn permits, conducting prescribed monitoring, respond to complaints attend the 1300 coordination calls and update the burn status.

Requested Action:

Approval of the Grant Agreement for the Districts Prescribed Burn Reporting and Monitoring Support Program for FY 24-25 (G21-PBRM-18-3) Resolution #2025-03

ROLL CALL VOTE REQUESTED

Attachments:

Grant Agreement for the Districts Prescribed Burn Reporting and Monitoring Support Program for FY 24-25 (G21-PBRM-18-3) Resolution #2025-03

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: June 32, 2025

Agenda Item: IV.D

Agenda Description: Approval of Northern Sierra Air Quality Management District's AB2766 DMV Surcharge Fund Program RFP – Grant Year 26

Summary:

Attached please find the Request for Proposal for the Northern Sierra Air Quality Management District's AB2766 DMV Surcharge Fund Program, Grant Year 26. Annually these funds are offered for funding of projects that reduce the nonattainment air pollutants associated with motor vehicles (e.g. ozone precursors and vehicle-related particulates). Projects eligible for AB 2766 DMV Surcharge funding must meet one of two goals in order to be considered by the District. Those goals include (1) reducing air pollution emissions from motor vehicles, reductions in vehicle miles traveled, and/or reductions in vehicle trips; (2) implementing transportation control measures (TCMs) and transportation demand management (TDM) measures.

Funds for these projects are distributed amongst the three Counties, governed by NSAQMD, on the basis of a percentage of the fees collected and adjusted by a population percentage calculation. The District awards fees which were collected in 2024, these fees are awarded in 2025, but not available for expenditure until 2026, this assures that the district always has the obligated funds available for reimbursement should all projects complete at the same time. This year, Nevada County also has additional funds available based upon funds returned and/or not utilized during the 2024 and 2025 Grant year (see attached allocation sheet). This year the funds available are **\$216,171 for Nevada County, \$34,708 for Plumas County and \$5,826 for Sierra County.**

Requested Action:

Approved the attached Request for Proposal for AB 2766 Grant Year 2026

ROLL CALL VOTE REQUESTED

Attachments:

- 1.County apportionment spreadsheet
- 2.Request for Proposal for AB 2766 Grant Year 2026
- 3.Screening Proposal
- 4.Calendar for project year 2026

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: June 23, 2025

Agenda Item: IV.E

Agenda Description: A.Approval of Amended Contract with CPSHR – FY 25-26

Agenda Description: CPS HR Consulting Services Amended Agreement with NSAQMD

Summary:

In FY 2023, NSAQMD went into contract with CPS HR Consulting Services for the outreach for hiring the Air Pollution Control Officer, then in FY 2024, NSAQMD went into contract for HR consultation. For FY 25-26 the contract with CPS HR Consulting Services was reduced from \$15,000 per FY to \$10,000. CPS HR will be utilized for things such as personnel policy consultation, potential development of personnel policies and any consultation needed for HR service, not to exceed \$10,000 per calendar year.

Requested Action:

Review and Approve CPS HR Consulting Services Amended Agreement

ROLL CALL VOTE REQUESTED

Attachments:

CPS HR Consulting Services Amended Agreement

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: June 23, 2025

Agenda Item: IV.F

Agenda Description: Review and Approval of Creating Answers Contract for Financial Services

Summary:

The Northern Sierra AQMD would like to enter into contract with Creating Answers for Financial Services. Creating answers will assist the District with customizing a package based on our organization's needs and budget. Staff from their team will overlap and shadow our Office Assistant and Fiscal Officer to streamline daily financial operations as well as work with staff during the District audit. The contract is written on a per hour cost in assisting the District. This contract should not create additional budget amendments as we work through streamlining invoices, payroll, daily accounting, as well as audit processes. Creating Answers will also be able to produce a Procurement Policy for the District.

Requested Action:

1. Review and approve the contract between the District and Creating Answers.
2. Allow the APCO to sign into contract with Creating Answers.

ROLL CALL VOTE REQUESTED

Attachments:

Creating Answers Agreement for Financial Team Services

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: June 23, 2025

Agenda Item V.A

Agenda Description: CalFire Burn Suspension Update

Summary:

CalFire has put Burn Suspension in place starting at 0800 on June 23, 2025 in the NEU and LMU units. This suspension is for LE-62, residential backyard burning. The District has been notified by both CalFire units that additional burns may be approved on a case-by-case basis, along with the coordination and approval of the Air District.

Requested Action:

None – informational only

Attachments:

None