

DISTRICT HEADQUARTERS

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MINUTES

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT

BOARD OF DIRECTORS

**Monday
August 24, 2026
1:00 PM**

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

**(Site A) VIDEOCONFERENCE/TELEPHONE CONFERENCE
Northern Sierra Air Quality Management District (Headquarters)
380 Sierra College Drive, Suite 220, 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
Rood Center
950 Maidu Avenue
Nevada City, California**

**(Site D) VIDEOCONFERENCE/TELEPHONE CONFERENCE
Sierra County Board of Supervisors Chambers
100 Courthouse Square
Downieville, California**

**(Site E) VIDEOCONFERENCE/TELEPHONE CONFERENCE
Starbucks
201 Zephyr Lane
Winter Park, Colorado**

Board Members Present:

Supervisor Roen, Chair

Supervisor Adams, Vice Chair

Supervisor Bullock

Supervisor Ceresola

Supervisor Hall

Supervisor McGowan

Board Members Absent:

None

I. Standing Orders:

A. Call to Order.

Chair Roen called the meeting to order at 1:00 p.m.

B. Roll Call and Determination of Quorum.

A quorum was confirmed. Board members present: Chair Roen, Vice Chair Adams, Supervisor Bullock, Supervisor Ceresola, Supervisor Hall (arrived 1:03 p.m.) and Supervisor McGowan (arrived 1:18 p.m.).

Also present: Julie Hunter (APCO), Lydia Rao (Clerk of the Board), Dawn Lunsford (Admin Assistant II), Melissa Klundby (APCS II), Mikki Brown (TAGS), and Rebecca Estep from Creative Answers accounting firm (arrived electronically at approximately 1:15 pm).

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 Roen called for public comment on items not appearing on the agenda.

There was no public comment.

II. Approval and/or Modifications to Agenda.

Supervisor Adams made a motion to approve the Agenda as presented; Supervisor Bullock 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 July 27, 2026, Board Minutes

B. Payment Details by Vendor Board Report – July 2026

Supervisor Bullock 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. Administrative Report (Action/Discussion Items)

A. Approval and Adoption of FY 2026-2027 Final Budget and Resolution #2026-06

This item was heard after agenda item IV.B to allow for the attendance of Rebecca Estep from Creative Answers accounting firm. While waiting for Rebecca to attend, Julie Hunter informed the Board that no comments had been made on the final budget. Chair Roen opened the public hearing and asked for public comment, finding none. Chair Roen asked for the presentation of the final budget from staff. Rebecca Estep logged onto the meeting and presented the budget, noting that changes were because the previous presentation used actuals from April, which did not reflect significant funds received in subsequent quarters. Actuals from the Year End are being currently updated in anticipation for the audit in September.

Rebecca Estep presented the full budget worksheet with preliminary budget, as the full breakdown had been presented in prior Board Meetings. She noted that many of the changes were not due to changes in funds, but reorganization of funding categories. The drastic change in Permits & Fees income was due to fees collected in Q3 and Q4. This increase also incorporated anticipated revenue through the Year End.

Rebecca moved on to present expenses with some adjustments due to pending actuals. She noted that several line items in the Chart of Accounts were moved from Program Expenses to General Expenses, and reminded the Board that refinement of the Chart of Accounts and financial upkeeping is still in progress and will continue through the coming year. The goal for next year is to be fully cost-allocated. Rebecca noted that Travel/Conference and Legal Notices were moved to General Expenses. She also noted that Operating Expenses was renamed to General and Administrative Expenses to avoid confusion. At the bottom of the report, Rebecca mentioned that there was a placeholder for depreciation, which will be updated shortly. It is expected that there will be a surplus after depreciation. Surplus includes Restricted monies, as the streamlined financials will now show both Operating (now General) and Restricted funds on one Chart of Accounts.

Rebecca shared the summary of all changes and adjustments with incorporation of 6/30 pending actuals. Chair Roen asked if we can easily identify the bottom line of Restricted funds to see how much remains in grant funding. Rebecca responded that she didn't have those on hand but would provide them to Julie. Supervisor Bullock asked about the Program Expenses that were moved to Operating/General, and mentioned that we try to bill as much as possible to Restricted funds, and asked if this is a previous accounting error or a change in grant requirements. Rebecca responded that General Expense categories can be recovered through grant funding, this is just a way to simplify the Chart of Accounts.

Supervisor Hall asked if any further adjustments needed to be made by staff. Chair Roen confirmed the budget needs to be finalized today. Julie Hunter agreed and asked Rebecca about the Miscellaneous Expense category. Rebecca Estep confirmed that the Restricted surplus was available, and that a Miscellaneous category does exist for unanticipated costs that may arise throughout the coming year.

Julie then asked Rebecca for any suggestions to further improve the budget. Rebecca suggested a mid-year fiscal update to confirm the District stays on track financially. Julie requested a monthly financial report at every Board meeting, and Rebecca confirmed that would be possible, with the report showing actual income and expense by Class, versus the Profit and Loss sheet that was

presented at prior meetings.

Finding no further comments, Chair Roen closed the public hearing and asked for Board discussion or a motion and a second. Supervisor Adams made a motion to approve the FY 2026-2027 Final Budget as presented. Supervisor Hall seconded the motion, and it was approved unanimously by those in attendance following a roll call vote.

B. Approval and Adoption of Carl Moyer Policies and Procedures

Melissa Klundby presented the Board with the updated Carl Moyer Policies and Procedures, redlined to show all changes. Changes to the document included the inclusion of CHIRP expenditure requirements, allowing green waste removal as an expenditure, the incorporation of the Lawn and Garden program, as well as streamlining the document for future applicants.

Supervisor Hall had a question regarding green waste services and whether they are only available to agricultural operations. Melisa confirmed that was a requirement of Carl Moyer policies. Supervisor Hall asked how to provide input to Carl Moyer grant representatives about incorporating municipal options for green waste. Melissa confirmed she utilized the broadest interpretations for funding uses allowed by Carl Moyer.

Supervisor Bullock asked if non-profits have more weight in consideration for this funding, and Julie pointed out that was more closely related to AB 2766 funds, which are more lenient with their spending. Julie asked if Supervisors Bullock and Hall have received the new Request for Proposal and shared it with relevant potential applicants in their respective counties. Supervisors Hall and Bullock confirmed that they would do so.

Finding no further discussion, Supervisor Bullock made a motion to approve the redlined Carl Moyer Policies and Procedures as presented, and Supervisor Adams seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

C. Approve and Authorize the Chair to Sign Resolution #2026-07

Julie Hunter presented the Board with Resolution 2026-07 to authorize the District to accept \$34,807.00 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 mentioned that she was still deciding on how best to utilize funds and was open to project suggestions. Finding no further discussion, Supervisor McGowan made a motion to authorize the Resolution as presented, and Supervisor Hall seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

D. Approval of Additional Vapor Recovery Inspection Fees

Julie Hunter presented the current District procedures for Vapor Recovery inspections at gas stations, which is currently a one-hour fee for inspections to permit these facilities. This fee goes toward staff time to review previous years' throughput, source testing results, and renew the permit to operate. District staff have been instructed to conduct Vapor Recovery inspections with source tester companies to verify compliance. These inspections and associated reports take staff approximately 3 to 5 hours to complete, at the least. Several compliance issues have been identified and repaired at gas stations since the implementation of inspections with source testers. For cost recovery, the District would like to add one additional hour to operating permits in 2026 and one additional hour in 2027 to continue thoroughly inspecting gas stations for compliance. The evaluation fee is \$166.55 per hour for FY 2026-2027.

Of all the inspections that the District performs, Julie mentioned that Vapor Recovery inspections were the most frequently out of compliance. Staff have been participating in extensive training for these inspections, including VR training with CARB, and shadowing gas stations with a source tester. Tests can take multiple hours to complete, so the District is asking to add one additional hour to the inspection fee. This additional hour will cover time taken for research, working with the source tester, and compliance follow-up. Julie confirmed there was no current cost recovery for inspections, and suggested the District approve one additional hour this year, and an additional hour next year, as a gradual step-up to reflect the actual amount of time spent on these inspections.

Julie then asked for feedback. Chair Roen confirmed the fee was \$166.55 an hour. Supervisor Bullock asked about the cost of permit fees for each facility. Julie explained that the permit fee is based on the number of nozzles at each facility, along with throughput (gasoline usage) from the previous year, toxic outputs that are measured and charged accordingly (TSP, NOX, VOC, CO2), and the 1-hour evaluation fee.

Supervisor Bullock asked if the permit fee is static, and Julie confirmed that was the case to keep fees fair across all facilities but mentioned that Feather River and Placer County both bill by time spent on each facility. Julie says that the District considered changing the fees from 1 to 3 hours, but that would be a 50% increase in costs for facilities and decided to only change fees from 1 to 2 hours this year.

Supervisor Adams approved of the proposal and is open to reviewing the gradual increase next year as well. Julie noted the consistent compliance issues with Phase 2 facilities, including one facility with 3 major violations including a failed drop tube. In terms of addressing and remediating violations, Julie mentioned that outreach is the first step, which is followed by a Notice to Comply, and finally a Notice of Violation. She hopes that we can develop ongoing relations with these facilities and become a resource for them.

Supervisor McGowan noted that the District is covering fuel, driving time, and costs of inspection, and supported the District's effort to start recovering these costs. McGowan also agreed to the gradual approach of adding one hour this year and revisiting the issue next year to add more hours. Supervisor Bullock agreed that the jump in cost be gradual over several years but also expressed the importance that these commercial facilities need to be in compliance when handling toxic materials.

Finding no further discussion, Supervisor Bullock made a motion to authorize the Resolution as presented, and Supervisor McGowan seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

V. Directors Report

A. Sierra Cascades Update and Discussion

Julie reported to the Board on community complaints regarding a asphalt plant and mine located at 951 1st Avenue, Chester, California. , owned and operated by Sierra Cascade Aggregate and Asphalt Products Inc. Julie Hunter reported that over twenty community members have complained about odor and dust complaints and asked the Board for suggestions on how to proceed and address community complaints. To date the District has issued a Notice to Comply, which was sent on July 31, 2026 and outlined the items the facility needed to adhere to in order to be in compliance with the current permit. In response to the Notice to Comply and verified by an on-site inspection, an odor additive was applied to the asphalt to reduce the impacts of odor and Sierra Cascade has dug an on site well to assist in dust mitigation. Julie also reported that the District is currently working with the operator to submit a Dust Mitigation Plan for approval and has requested the facility to conduct a Hazard Risk Assessment.

Supervisor McGowan confirmed he has also detected odors and dust from the asphalt plant at his residence located over a mile away and in the neighboring community.

Ceresola acknowledged that Julie and District staff have been working hard to respond to complaints and ensure compliance, and that the owner of Sierra Cascade has also been trying to comply.

Chair Roen left the meeting at this time (1:45 p.m.), and acknowledged Supervisor Adams as Vice Chair.

Supervisor Hall responded that the District should notify any complainants that the District is following procedures to ensure permit compliance.

After further dicussion, Supervisor McGowan said he was comfortable with Julie and District staff moving forward to encourage as much compliance as possible. Supervisor Adams agreed, and asked if anyone has corresponded with the Plumas Planning Division. Supervisor McGowan responded that he met with the Planning Department regarding this issue and Julie confirmed the District is coordinating with Plumas County Planning on this issue as well.

Julie said she would respond to further complaints that the District is going ahead with compliance and enforcement procedures and reported that she would continue to keep the Board apprised of the situation.

B. Draft Compliance Procedure

Julie Hunter reported to the Board on the Draft Compliance Procedure, developed as an internal compliance procedure for source inspections, complaints, and compliance investigations. Julie mentioned there were no updated standard operating protocols for escalating compliance issues. She mentioned that District staff starts with informal contact to notify the appropriate parties as a

courtesy, before following up with a Notice to Comply, and finally a Notice of Violation. The internal procedure is based on the regulations of the California Health and Safety Code and the NSAQMD rules and regulations. Julie requested the Board review the document and asked for feedback to redraft and present to the Board for final approval.

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

The Board had no concerns to discuss, but Supervisor Hall asked about updates on the biomass project at the next meeting.

VII. Schedule Next Meeting

The Board determined to hold the next meeting during the regularly schedule Board meeting time on September 28, 2026 @ 1:00 pm

VIII. Adjournment

The meeting was adjourned at 2:14 pm

Chair Signature	Date
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Clerk of the Board	Date
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