Meeting of the
North Coast Unified Air Quality Management District
Governing Board of Directors

Thursday, April 16, 2020 at 10:30 a.m.,
Via Internet Teleconference – Zoom Video Conferencing

Join Zoom Meeting at:
https://us02web.zoom.us/j/741638336?pwd=eijhDZ0dnWE1uVURyemxqaUQyeHZhUT09
Meeting ID: 741 638 336
Password 011097
Call in option 1-669-900-6833

PUBLIC ADVISORY: The District Office will not be open to the public due to COVID-19 concerns. Consistent with Executive Orders N-25-20 and N-29-20 from the Executive Department of the State of California and the Humboldt County Public Health Officer’s March 19, 2020, Shelter In-Place Order, the meeting location will not be physically open to the public and Board Members will be teleconferencing into the meeting via Zoom Video Teleconference.

How to Observe the Meeting: To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting at www.zoom.us – Meeting Code #741-638-336

How to Submit Public Comment: Members of the public may provide public comment before and during the meeting by sending comments to the Clerk by email at hbitner@ncuaqmd.org. Such email comments must identify the agenda item number in the subject line of the email. The comments will be read into the record, with a maximum allowance of three minutes (approximately 500 words) per individual comment, subject to the Board Chair’s discretion. If a comment is received after the agenda item is heard, but before the close of the meeting, the comment will still be included as a part of the written record of the meeting but will not be read into the record during the meeting.

Americans with Disabilities Act Accommodations: Any member of the public who needs accommodations should email the City Clerk at hbitner@ncuaqmd.org or by calling (707) 443-3093. The Clerk will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while maintaining public safety.
AGENDA

1. 10:30 A.M. Call to Order
   Board Chair

2. Roll Call
   Clerk

3. Additions and Deletions to Agenda
   Board Chair

CONSENT AGENDA

4. Consider Approving the Consent Agenda, Items for action, 4.1 through 4.5: The Board may approve the Consent Agenda by single motion in whole or in part with or without further discussion. 
   Action Requested: Approve Consent Agenda Items 4.1 through 4.5:
   Board Chair

4.1 By Consent, Approve Minutes of March 19, 2020 Board Meeting

4.2 By Consent, Accept and File District Activity Report

4.3 By Consent, Accept and File APCO Personnel Evaluation and Addendum #2 to APCO Employment Contract

REGULAR AGENDA

5. Public Comment Period (pursuant to Government Code section 54954.3(a))
   Board Chair

6. Public Hearing: Proposed FY 2020-21 District Budget
   Action Requested: Open Public Hearing to Consider Adoption of Proposed FY 2020-21 District Operating Budget
   APCO

7. APCO Report
   APCO

8. Board Member Reports
   Board Chair

9. Adjournment
   Board Chair

The next Board of Directors meeting is scheduled for 
Thursday, May 21, 2020 at 10:30 a.m. 
NCUAQMD District Office: 707 L Street, Eureka CA 95501 
Or Via Internet Teleconference – Zoom Video Conferencing

The meeting rooms are ADA accessible. Accommodations and access to NCUAQMD meetings for people with special needs must be requested of the Clerk in advance of the meeting.
Agenda Item: 1
Call to Order
Agenda Item: 2
Roll Call
Agenda Item: 3
Additions and Deletions to Agenda
Agenda Item: 4
Agenda Item: 4.1
Minutes of the Regular Meeting of the North Coast Unified Air Quality Management District Governing Board of Directors Meeting of March 19, 2020

The meeting was called to order by Chair Brett Watson at 10:30 AM at the NCUAQMD District Office: 707 L Street, Eureka, CA 95501

MEMBERS PRESENT:

Judy Morris via teleconference Trinity County Supervisor
Chris Howard Del Norte County Supervisor
Brett Watson City of Arcata Councilmember

MEMBERS ABSENT:

Mike Wilson Humboldt County Supervisor
Rex Bohn Humboldt County Supervisor

STAFF PRESENT:

Brian Wilson APCO
Jason Davis Deputy APCO
Heather Bitner Clerk of the Board
Penny Costa Finance and HR Coordinator

OTHERS PRESENT:

Nancy Diamond District Counsel

Agenda Item 1: Call to Order

Agenda Item 2: Roll Call

Agenda Item 3: Additions and Deletions to the Agenda

The APCO requested moving Agenda Item 11: APCO Report, to before the Agenda Item 9: Closed Session. Chair Watson noted that the APCO Report should probably come before Closed Session in the future as its been moved
several times over the year. Additionally, he requested that Agenda Item 12: Board Member Reports follow Agenda Item 11: APCO Report in the new order. There was no public comment.

**Agenda Item 4: Consider Approving the Consent Agenda**

4.1: By Consent, Approve Minutes of January 16, 2020 Board Meeting

4.2: By Consent, Accept and File District Activity Report

A motion offered by Supervisor Howard, duly seconded by Supervisor Morris to Adopt Consent Agenda Items 4.1-4.2 is hereby APPROVED by the North Coast Unified Air Quality Management District Board of Directors on this 19th day of March, 2020 by the following votes:

UNANIMOUS PASS by the following Roll Call vote:
Supervisor Howard Aye
Supervisor Bohn Absent
Supervisor Morris Aye
Councilmember Watson Aye
Supervisor Wilson Absent

There was no public comment.

**Agenda Item 5: Public Comment**

There was no public comment.

**Agenda Item 6: Increase District X-Factor by Consumer Price Index**

The APCO introduced the need to increase the District x-factor by the Consumer Price Index (CPI) of 2.81%, which would bring the x-factor from $138 to $142. At this time there is no anticipation of increasing district permit fees beyond the CPI.

A motion offered by Supervisor Howard, duly seconded by Councilmember Watson to Approve Resolution 2020-2: Increase District X-Factor by Consumer Price Index (CPI) is hereby APPROVED by the North Coast Unified Air Quality Management District Board of Directors on this 19th day of March, 2020 by the following votes:

UNANIMOUS PASS by the following Roll Call vote:
Supervisor Howard Aye
Supervisor Bohn Absent
Supervisor Morris Aye

Councilmember Watson    Aye
Supervisor Wilson    Absent

There was no public comment.

**Agenda Item 7: Revise Existing FY19/20 Budget to Expend Reserve Funds on Woodsmoke Reduction Grant Program**

Funds earmarked in the Reserve Fund that originated from a District Settlement Agreement are requested for use in supplementing the State Woodsmoke Program grant in the FY 19/20 budget. The request is for $55,000 to be expended in the FY 19/20 budget.

A motion offered by Supervisor Howard, duly seconded by Councilmember Watson to Revise Existing FY19/20 Budget to Expend $55,000 in Reserve Funds Earmarked from Past Compliance Settlement Agreements for Expenditure Under the Current Woodsmoke Reduction Grant Program are hereby APPROVED by the North Coast Unified Air Quality Management District Board of Directors on this 19th day of March, 2020 by the following votes:

UNANIMAMOUS PASS by the following Roll Call vote:
Supervisor Howard    Aye
Supervisor Bohn    Absent
Supervisor Morris    Aye
Councilmember Watson    Aye
Supervisor Wilson    Absent

There was no public comment

**Agenda Item 8: Appointment of Alternate Member to Hearing Board**

The Clerk had forwarded a resume to the Board members for Ms. Joanna Hawley-Jones, who is interested in becoming the alternate Public Member for the Hearing Board.

A motion offered by Supervisor Howard, duly seconded by Councilmember Watson to Appoint Ms. Joanna Hawley-Jones as an Alternate for the Public Member Position on the District Hearing Board are hereby APPROVED by the North Coast Unified Air Quality Management District Board of Directors on this 19th day of March, 2020 by the following votes:

UNANIMAMOUS PASS by the following Roll Call vote:
Supervisor Howard    Aye
Supervisor Bohn    Absent
Supervisor Morris   Aye
Councilmember Watson   Aye
Supervisor Wilson    Absent

There was no public comment

**Agenda Item 11: APCO Report**

The APCO reported out on the following:
- Welcome new District Employee, Michelle Hanson
- District support to HSU
- COVID 19 Response/Impacts
- Regular Variance for PG&E
- Staff Training

**Agenda Item 12: Board Member Reports**

There were no member reports. Counsel Diamond noted that the governor had revised the rules for the Brown Act in response to the COVID-19 emergency. It is now considered reasonable for all Board members to teleconference without the requirement to notice their location or provide access to the public. The APCO stated that we are keeping apprised of the requirements as they are changing, and will let the Board know about the April meeting soon.

**Agenda Item 9: Closed Session: Conference for Labor Negotiations**

- a. Personnel Performance Evaluation, APCO - Pursuant to Gov’t. Code sec. 54957 and
- b. Labor Negotiations, Unrepresented Employee, APCO - Pursuant to Government Code sec. 54957.6

The Board adjourned to Closed session at 11:02 AM and reconvened at 12:13 PM. There was no public comment.

**Agenda Item 10: Report Out on Closed Session**

Counsel Diamond stated there was no report out. There was no public comment.

**Agenda Item 13: Adjournment**

The Governing Board Meeting was adjourned at 12:14 PM.
I hereby attest that this is a true and correct copy of the action taken by the North Coast Unified Air Quality Management District Board of Directors on March 19, 2020

_________________________________________  __________________________
Chair                                                                 Date

_________________________________________  __________________________
Heather Bitner, Clerk of the Board       Date

The Next Board Meeting is scheduled for Thursday, April 16, 2020 at 10:30 am at the Crescent City Board of Supervisors Chambers

The meeting rooms are ADA accessible. Accommodations and access to NCUAQMD meetings for people with special needs must be requested of the Clerk in advance of the meeting.
Agenda Item: 4.2
TO: North Coast Unified Air Quality Management District Board
FROM: Terra French, Administrative Support
SUBJECT: District Activity Report
DATE: April 16, 2020

ACTION REQUESTED: By Consent, Accept and File District Activity Reports

SUMMARY:

Attached is a summary of the major District activities logged during the reporting period.
<table>
<thead>
<tr>
<th>ITEM</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>YTD</th>
<th>Total</th>
<th>Totals 2019</th>
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<tr>
<td>Complaint Responses - General</td>
<td>3</td>
<td>1</td>
<td>4</td>
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<td>Complaint Responses - Open Burning</td>
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<td>23</td>
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<td>198</td>
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<tr>
<td>Permissive Burn Days</td>
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<td>31</td>
<td>29</td>
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<td></td>
<td></td>
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<td></td>
<td>91</td>
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<td>Non-Permissive Burn Days (&quot;No Burn Day&quot;)</td>
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<td>0</td>
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<td></td>
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<td>0</td>
<td>37</td>
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<td>Permissive Burn Days (%)</td>
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<td>100%</td>
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<td></td>
<td>100%</td>
<td>91%</td>
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<td>Standard (Residential) Burn Permits Issued</td>
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<td>1828</td>
<td>4125</td>
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<td>Non-Standard Burn Permits Issued</td>
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<td>478</td>
<td>376</td>
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<td>1552</td>
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<td>&quot;No Burn Day&quot; Permits Issued</td>
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<td>Smoke Management Plans (SMP) Reviewed</td>
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<td>8</td>
<td>4</td>
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<td>SMP Burn Authorizations Issued</td>
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<td>Stationary Source Permit Apps. Received</td>
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<td>Stationary Source Permits Issued (new)</td>
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<td>Inspections - Major Sources</td>
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<td>16</td>
<td>12</td>
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<td>Inspections - Minor Sources</td>
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<td>12</td>
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<td>260</td>
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<td>Inspections - Mobile Sources</td>
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<td>0</td>
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<td></td>
<td></td>
<td>2</td>
<td>13</td>
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<td>Inspections - Asbestos</td>
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<td>1</td>
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<td>18</td>
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<td>Asbestos Notifications Processed</td>
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<td>17</td>
<td>73</td>
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<td>Notice(s) of Violation (NOVs) Issued</td>
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<td>3</td>
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<td>Environmental Documents Reviewed</td>
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<td>Grants Paid (Moyer, Wood Stove, etc.)</td>
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<td>2</td>
<td>0</td>
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<td></td>
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<td></td>
<td>3</td>
<td>96</td>
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</table>
Air Monitoring Report for April 2020

Air Monitoring Data Summary:
The purpose of this status report is to summarize the ambient air quality data available for the period of January 2020.

➢ There were no Federal Equivalent Method (FEM) PM<sub>10</sub> exceedances of the State Ambient Air Quality Standard recorded during the reported period.

➢ No new data for FRM PM2.5 has been received since the last board report. There is a slow down in data processing due to the Coronavirus Pandemic. FRM PM<sub>2.5</sub> data for the period July-December 2019 is repeated in this report.

➢ There were no non-FEM PM<sub>2.5</sub> 24 Hour exceedances of the State and Federal Ambient Air Quality Standard recorded during the period.

➢ There were no O<sub>3</sub>, SO<sub>2</sub>, NO<sub>2</sub>, or CO exceedances of the State or Federal Ambient Air Quality Standard recorded during the period.

Particulate Levels in Relation to CA Ambient Air Quality Standards

<table>
<thead>
<tr>
<th></th>
<th>Jacobs</th>
<th>Crescent City</th>
<th>Weaverville</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max FEM 24-hour PM&lt;sub&gt;10&lt;/sub&gt; (January 2020)</td>
<td>82%</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>FEM PM&lt;sub&gt;10&lt;/sub&gt; Rolling Arithmetic Mean (February 2019-January 2020)</td>
<td>78%</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>Max FRM 24-hour PM&lt;sub&gt;2.5&lt;/sub&gt; (July-December 2019)</td>
<td>53%</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>FRM PM&lt;sub&gt;2.5&lt;/sub&gt; Rolling Arithmetic Mean (January 2019 – December 2019)</td>
<td>57%</td>
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<td>NA</td>
</tr>
<tr>
<td>Max non-FEM 24-hour PM&lt;sub&gt;2.5&lt;/sub&gt; (January 2020)</td>
<td>NA</td>
<td>43%*</td>
<td>63%*</td>
</tr>
<tr>
<td>Non-FEM PM&lt;sub&gt;2.5&lt;/sub&gt; Rolling Arithmetic Mean (February 2019- January 2020)</td>
<td>NA</td>
<td>53%*</td>
<td>60%*</td>
</tr>
</tbody>
</table>

- Data unavailable
* Instrument not used for Federal Attainment Designation
Detailed Graphs:

- 24 Hour California AAQS is 50 $\mu$g/m$^3$, Federal AAQS is 150 $\mu$g/m$^3$.
- California Annual Arithmetic Mean AAQS is 20 $\mu$g/m$^3$.
- Humboldt County is classified as non-attainment for this pollutant.

- Federal AAQS is 35 $\mu$g/m$^3$. There is no separate state standard.
- Federal AAQS is 35 ug/m3. There is no separate state standard.
Agenda Item: 4.3
Memorandum

To: Honorable Chair and Members of the North Coast Unified Air Quality Management District Governing Board

From: Nancy Diamond, District Counsel

Date: April 9, 2020

Re: APCO Brian Wilson, Employment Agreement

ACTION REQUESTED:

Approve Amendment No. 2 to Employment Agreement with Brian Wilson for Air Pollution Control Officer.

DISCUSSION:

The Board has completed its evaluation of the APCO for the time period March 2018 - March 2020, and concluded that Brian Wilson provides outstanding service to the NCUAQMD, effectively and efficiently managing the NCUAQMD as its APCO. The Board has therefore determined to provide a merit salary increase of 3%, effective retroactively to the beginning of the pay period occurring on or after July 1, 2019. The Board thanks and commends Mr. Wilson for his hard work and dedication to the Air District.
AMENDMENT No. 2
TO
EMPLOYMENT AGREEMENT FOR
NORTH COAST UNIFIED AIR QUALITY MANAGEMENT DISTRICT
EXECUTIVE DIRECTOR/AIR POLLUTION CONTROL OFFICER

This is an amendment (“Amendment”) to that certain Agreement by and between the North Coast Unified Air Quality Management District, hereinafter referred to as “Employer,” and Brian M. Wilson, hereinafter referred to as “Employee,” entitled Employment Agreement for North Coast Unified Air Quality Management District Executive Director/Air Pollution Control Officer, dated May 14, 2015, and amended March 8, 2018 (collectively, “Agreement”). This Amendment is effective on April 16, 2020.

WHEREAS, Employee has acted in the capacity of Air Pollution Control Officer since April 10, 2015 pursuant to an employment agreement ending on April 10, 2023; and

WHEREAS, the Board of the NCUAQMD has completed a personnel evaluation and desires to grant Employee a merit salary increase as set forth herein.

1. Section III, Compensation of Employee. Section III, Compensation of Employee, Subsection A, Salary, is hereby amended by providing a merit salary increase of 3% effective at the beginning of the first pay period occurring on or after July 1, 2019.

2. Ratification of Agreement. The terms and conditions of the Agreement, including all exhibits and attachments, are ratified in their entirety except to the extent inconsistent with the terms and provisions of this Amendment. In the event of such inconsistency, this Amendment shall control.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 2 effective as of the date of stated above.

EMPLOYEE:

_________________________________________  Date: ______________
Brian M. Wilson

NORTH COAST UNIFIED
AIR QUALITY MANAGEMENT DISTRICT:

By ____________________________  Date: ______________
Brett Watson, Chair

Attested to by:

_________________________________________  Date: ______________
Heather Bitner, Clerk of the Board
Agenda Item: 5
Agenda Item: 6
TO: North Coast Unified Air Quality Management District Board

FROM: Brian Wilson, APCO

SUBJECT: Proposed FY 2020-21 District Budget

DATE: April 16, 2020

ACTION REQUESTED: Open Public Hearing to Consider Adoption of Proposed FY 2020-21 District Operating Budget

SUMMARY:
Attached is the draft Proposed FY 2020-21 District budget. Staff will discuss the presentation during the meeting and answer any questions. The Board is requested to open the Public Hearing in regards to the District budget, which will be continued until the next Board meeting for final action.
FY 2020-21 Proposed Budget
Background Information

Prior FY (2019-20) budget review:

- Approved with a surplus due to grant admin received in FY
- No increase beyond CPI was made.
- No mid-year adjustments were needed.
- Direct reimbursement of admin funds from administering the state-wide Rural School Bus Pilot Program were received
- $29,325 income from reimbursement grant were not billed/received for the CARB AB 617 Community Air Protection Grant in this FY.
FY 2020-21 Proposed Budget

Background Information

- Noticed per California Health & Safety Code, Section 40131.
- Public comment period ends at next scheduled Board meeting when final budget proposed/adopted.
- Proposed Draft Budget has been available for public review in the District office and on the website.
- No public comments have been received.
Revenue items can vary greatly (permits, applications, major source (Title V) fees on production/usage, fees based on emissions, grant admin, etc.).

Expense items can vary greatly (wildfire response unfunded, Group Insurance rate increases, air monitoring station equipment repairs, grant admin, etc.).

Reimbursement income from grants may not match grant amount allocated under agreement.

Grant Administration funds may be received in a prior FY and spent from the Reserve Fund in another FY.

Growing Debt obligations: OPEB $4.5million, Pension $900k
FY 2020-21 Proposed Budget
Key Highlights

- Overall Proposed Budget is very similar to last adopted FY budget.

- A $2.3 million dollar Operating Budget, that includes management of $45.5 million dollars in grant programs.

- The Proposed Budget includes CPI as approved.

- District operating expenses about the same except for outside support costs to determine OPEB & Pension debts.

- All line items under “Regular Income – Permits” are lower compared to last year ($45k).
Income similar to last FY except for:

- $30k less revenue anticipated due to last year's change to the Burn Program fees which waived burn permits and smoke management plans for prescribed fire.
- Uncertain revenue (~$60k) from closure of 2 Major/Title V sources.
- Uncertain COVID-19 impacts
  - Pending substantial pension obligation increases from CalPERS fund losses
  - Less economic activity = less applications (source, asbestos, etc.)
Expense items:

• No increases to source fee tables for permitted sources in 5 years.
• Revenue from grant reimbursements varies despite grant amount accepted.
• Pension debt (CalPERS) increased by $30k (and pending larger increases due to pension fund losses).
• $30k for audit and OPEB and pension debt analysis.
• Grant admin expenses greater as we get into YR2 & YR3 cycles (program expenses – printing, mailing, advertising, etc.).
Despite slight decrease in revenue, and increase in expenses due to debt, the overall bottom line surplus due to:

- $82k in revenue from FY20/21 grant program admin which have a fixed admin %.
- $379 in revenue from grant admin - state-wide RSBPP, Woodsmoke, DERA, etc.

Grant admin income for some grants has emerged as only method to address every increasing OPEB & Pension debt.

No expense line items yet to address debt - difficult to have a true balanced budget until this is addressed.
Proposed Draft
FY 2020-21 Budget

Discussion/Questions
## REGULAR INCOME

### PERMITS

<table>
<thead>
<tr>
<th>ACCOUNT NUM</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>ADOPTED</th>
<th>DRAFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>43050</td>
<td>Non-Standard Burn Permits</td>
<td>134,000</td>
<td>120,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43100</td>
<td>Standard Burn Permits</td>
<td>82,000</td>
<td>60,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43125</td>
<td>Smoke Management Plans (SMPs)</td>
<td>9,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43150</td>
<td>Title V Permits</td>
<td>286,743</td>
<td>286,522</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43160</td>
<td>Synthetic Burn Permits</td>
<td>4,199</td>
<td>3,973</td>
<td></td>
<td></td>
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<tr>
<td>43200</td>
<td>Permits to Operate (PTOs)</td>
<td>174,965</td>
<td>188,853</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43250</td>
<td>Authority To Construct (ATC) Permits</td>
<td>14,997</td>
<td>10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43300</td>
<td>Vapor Recovery Permits</td>
<td>88,482</td>
<td>84,532</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>794,386</td>
<td>753,880</td>
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### FEES

<table>
<thead>
<tr>
<th>ACCOUNT NUM</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>ADOPTED</th>
<th>DRAFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>44025</td>
<td>District share State-wide PERP Fees</td>
<td>16,000</td>
<td>20,000</td>
<td></td>
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</tr>
<tr>
<td>44050</td>
<td>Emission Reduction Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44150</td>
<td>Application Fees</td>
<td>1,500</td>
<td>1,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44200</td>
<td>ATCM Regulation(s) Fees</td>
<td>275</td>
<td>275</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44250</td>
<td>Asbestos NESHAP Fees</td>
<td>19,996</td>
<td>20,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44350</td>
<td>GHG Fees</td>
<td>109,978</td>
<td>126,987</td>
<td></td>
<td></td>
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<tr>
<td>44360</td>
<td>GHG Verification Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44400</td>
<td>Hearing Board &amp; Excess Emission Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44510</td>
<td>Hot Spots Emission Inventory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44600</td>
<td>Air Monitoring Funds (Designated)</td>
<td>87,483</td>
<td>90,652</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44900</td>
<td>Other Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>235,231</td>
<td>259,414</td>
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### PENALTIES

<table>
<thead>
<tr>
<th>ACCOUNT NUM</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-20</th>
<th>ADOPTED</th>
<th>DRAFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>46050</td>
<td>Settlements, Civil</td>
<td>20,000</td>
<td>20,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>46100</td>
<td>Late Payments</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>20,000</td>
<td>20,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### STATE FUNDS

- Revenue collected from the District’s Civil Penalty Fee Program established pursuant to H&SC Section 42402.5 and 42403. The amount Notice of Violations (NOVs) varies each year.
<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>NAME</th>
<th>FY 2019-20 ADOPTED</th>
<th>FY 2020-21 DRAFT</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>47050</td>
<td>Subvention, Base</td>
<td>103,200</td>
<td>103,200</td>
<td>Air districts received State Subvention funds because the Legislature recognized that the districts face a number of program mandates under state law that cannot be fully funded (or in some cases, funded at all) through fees on stationary sources or with motor vehicle registration surcharge funds. There are specific requirements and limits for which this money can be used. Under H&amp;SC Section 39802, Base Subvention funding is provided/subvended at a rate of up to $0.23 per capita but not less than $34,000 ($18,000 each county).</td>
</tr>
<tr>
<td>47055</td>
<td>Subvention, Supplemental</td>
<td>37,800</td>
<td>32,150</td>
<td>Supplemental Subvention funding received under H&amp;SC 39810 are for programs or expenditures that have been allocated per the District's yearly application and approved by the State. Funds could be targeted for activities such as staff training, rule/SIP revisions, public outreach, unrecovered enforcement costs, supplemental air monitoring equipment and supplies, etc.</td>
</tr>
<tr>
<td>47060</td>
<td>CARB AB 617 Community Air Protection Grant Agreement Funding</td>
<td>-</td>
<td>-</td>
<td>Direct reimbursement funding under grant agreement for AB 617 Community Air Protection Program activities such as source evaluations, plan preparation, monitoring, community meetings, reduction plans, emissions reporting, and BARCT implementation. Grant agreement may be amended in future years. YR1 $29,325 (FY18/19), YR2 22,659 (FY19/20). No state funding for YR3 (FY20/21), and remaining amount to be allocated to Woodsmoke Grant after any AB617 reimbursement expenditures.</td>
</tr>
<tr>
<td>47065</td>
<td>CARB AB 197 Emission Inventory Grant Agreement Funding</td>
<td>8,500</td>
<td>9,500</td>
<td>Direct reimbursement funding under grant agreement for AB 197 Emission Inventory activities to review and update emission inventory data in the California Emissions Inventory Development and Reporting System (CEIDARS) database. Annual funding tentatively $8,500/yr, and grant agreement may be amended in future years. Anticipate annual requests for reimbursement of activities.</td>
</tr>
<tr>
<td>47070</td>
<td>CARB Oil &amp; Gas Regulation Grant Agreement Funding</td>
<td>1,000</td>
<td>1,000</td>
<td>Direct reimbursement funding under grant agreement for implementation and enforcement of facilities subject to the CARB Oil &amp; Gas Regulations. The District currently only has one facility that meets the applicability. Anticipate annual requests for reimbursement of activities.</td>
</tr>
<tr>
<td>47315</td>
<td>CARB Prescribed Burn Grant Program</td>
<td>50,000</td>
<td>100,000</td>
<td>Direct reimbursement funding under grant agreement for activities that support statewide increase in prescribed fire as envisioned in SB1260/SB960 with CAL FIRE. Under contract with CARB, CAPCOA implements pass through funding to districts via MOA requirements. Each CARB FY grant agreement is for two years implementation. The District uses these funds to offset fee waivers for Non-Standard Burn Permits and Smoke Management Plans (SMPs) associated with prescribed fire projects.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>200,500</td>
<td>245,850</td>
<td></td>
<td></td>
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</tbody>
</table>

**GRANT ADMINISTRATION FUNDS**

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>NAME</th>
<th>FY 2019-20 ADOPTED</th>
<th>FY 2020-21 DRAFT</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>48150</td>
<td>AB923 DMV Surcharge - Admin</td>
<td>17,000</td>
<td>17,000</td>
<td>Administration portion of the AB923 DMV Surcharge ($2 per vehicle). Administration limited to 6.25% of grant funding.</td>
</tr>
<tr>
<td>47330</td>
<td>RSBPP Grant Admin (YR 1)</td>
<td>35,000</td>
<td>-</td>
<td>Admin income from direct reimbursement of costs incurred with the administration of the Rural School Bus Pilot Program (RSBPP) for YR 1.</td>
</tr>
<tr>
<td>47331</td>
<td>RSBPP Grant Admin (YR 2)</td>
<td>136,000</td>
<td>150,000</td>
<td>Admin income from direct reimbursement of costs incurred with the administration of the Rural School Bus Pilot Program (RSBPP) for YR 2.</td>
</tr>
<tr>
<td>47332</td>
<td>RSBPP Grant Admin (YR 3)</td>
<td>170,000</td>
<td>150,000</td>
<td>Admin income from direct reimbursement of costs incurred with the administration of the Rural School Bus Pilot Program (RSBPP) for YR 3.</td>
</tr>
<tr>
<td>47333</td>
<td>RSBPP Grant Admin (YR 4)</td>
<td>-</td>
<td>40,000</td>
<td>Admin income from direct reimbursement of costs incurred with the administration of the Rural School Bus Pilot Program (RSBPP) for YR 4.</td>
</tr>
<tr>
<td>47215</td>
<td>State Woodsmoke Reduction Grant Admin (YR 1)</td>
<td>3,325</td>
<td>-</td>
<td>Admin income from the CARB Woodsmoke Reduction Grant (YR 1) which provides 9.5% for administrative expenses (0.5% for CAPCOA oversight).</td>
</tr>
<tr>
<td>47215</td>
<td>State Woodsmoke Reduction Grant Admin (YR 2)</td>
<td>-</td>
<td>17,647</td>
<td>Admin income from the CARB Woodsmoke Reduction Grant (YR 2) which provides 9.5% for administrative expenses (0.5% for CAPCOA oversight).</td>
</tr>
<tr>
<td>47301</td>
<td>DERA Grant Admin</td>
<td>-</td>
<td>5,000</td>
<td>Admin income from administering CARB's allocation of EPA DERA Grant funds which are spent in conjunction with the RSBPP grant funds.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>361,325</td>
<td>379,647</td>
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<td></td>
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</table>

**AB2766 DMV SURCHARGE FUNDING**

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>NAME</th>
<th>FY 2019-20 ADOPTED</th>
<th>FY 2020-21 DRAFT</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>48000</td>
<td>AB2766 DMV Surcharge Funding</td>
<td>635,000</td>
<td>635,000</td>
<td>AB2766 Surcharge Funding pursuant to H&amp;SC Sections 44223 and 44225, which authorizes the District to collect up to $4 per vehicle registered within the District's jurisdiction.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>635,000</td>
<td>635,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MISCELLANEOUS FUNDS**

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>NAME</th>
<th>FY 2019-20 ADOPTED</th>
<th>FY 2020-21 DRAFT</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>49350</td>
<td>Other Miscellaneous Income</td>
<td>2,500</td>
<td>2,500</td>
<td>Miscellaneous items not covered by other accounts such fees received for public records requests, District credit card rebates, refund of electricity used for onsite charging stations, etc.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>2,500</td>
<td>2,500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INTEREST**

Page 36
<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>80050</td>
<td>Interest, General Account</td>
<td></td>
<td>10,000</td>
<td>15,000</td>
<td>Interest earned on funds held by the Humboldt County Treasurer.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>10,000</td>
<td>15,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL REGULAR INCOME</td>
<td></td>
<td>2,268,042</td>
<td>2,320,391</td>
<td></td>
</tr>
</tbody>
</table>

**REGULAR EXPENSE**

**APPROPRIATION FOR CONTINGENCIES**

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>58000</td>
<td>Appropriation for Contingencies</td>
<td></td>
<td>25,000</td>
<td>25,000</td>
<td>Contingency funds are used to address unanticipated fiscal liabilities and changes in the operational activities of the District, which may occur in the course of the year. Contingency funds represent the District's budgeted non-obligated fund. Many of the District's activities require advance funding to receive direct reimbursement.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>25,000</td>
<td>25,000</td>
<td></td>
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**SALARIES & WAGES**

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>60050</td>
<td>Salaries &amp; Wages</td>
<td></td>
<td>968,000</td>
<td>1,008,415</td>
<td>Projected annual base salary and wages for 14 1/2 permanent employees, including any COLA or merit increases.</td>
</tr>
<tr>
<td>60100</td>
<td>Outside contract employee(s)</td>
<td></td>
<td>-</td>
<td>-</td>
<td>Wages paid to extra help including temporary and part time employees who are not eligible for standard employee benefits.</td>
</tr>
<tr>
<td>60125</td>
<td>Overtime</td>
<td></td>
<td>1,000</td>
<td>1,000</td>
<td>Wages paid for overtime work.</td>
</tr>
<tr>
<td>60150</td>
<td>Retirement, PERS</td>
<td></td>
<td>225,980</td>
<td>252,285</td>
<td>The District pays both the employer's and the employees' contributions for retirement with CalPERS. The combined cost is 18.031% of gross wages. The District also pays an annual lump sum amount for the Annual Unfunded Accrued Liability (AUAL). PERS rates and AUAL are established through an actuarial valuation. Costs increase due to the District's pension obligation/debt.</td>
</tr>
<tr>
<td>60175</td>
<td>Employees’ Group Insurance</td>
<td></td>
<td>336,000</td>
<td>336,500</td>
<td>District employees are covered under PERS Choice insurance (California Public Employees Retirement System's health insurance plan).</td>
</tr>
<tr>
<td>60184</td>
<td>Retirees’ Group Insurance</td>
<td></td>
<td>43,850</td>
<td>35,335</td>
<td>This account reflects the cost for retirees' health insurance coverage. This is considered part of the District’s Other Post Employment Benefits (OPEB) debt obligation.</td>
</tr>
<tr>
<td>60186</td>
<td>SDRMA Dental, Vision, Life Insurance</td>
<td></td>
<td>17,655</td>
<td>17,655</td>
<td>This account reflects the cost of the Special District Risk management Authority (SDRMA) ancillary benefits (which include Dental, Vision and Basic Life insurance for employees).</td>
</tr>
<tr>
<td>60190</td>
<td>Workers’ Compensation Insurance</td>
<td></td>
<td>12,000</td>
<td>12,000</td>
<td>Workers’ compensation insurance is paid yearly and is determined based on a combination of State rates and claims experience.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>1,604,485</td>
<td>1,663,190</td>
<td></td>
</tr>
</tbody>
</table>

**PAYROLL TAXES**

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>60225</td>
<td>Medicare &amp; Social Security Tax</td>
<td></td>
<td>14,050</td>
<td>14,625</td>
<td>The Medicare tax rate is 1.45% of taxable wages, with no wage limit.</td>
</tr>
<tr>
<td>60250</td>
<td>CA Taxes, Unemployment Insurance &amp; ETT</td>
<td></td>
<td>2,730</td>
<td>2,730</td>
<td>These taxes are calculated by applying the 2019 contribution rates of 1.6% for State Unemployment Insurance (SUI) and 1% for Employment Training Tax (ETT) to the first $7,000 wages per employee per calendar year period.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>16,780</td>
<td>17,355</td>
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**INSURANCE**

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>60350</td>
<td>General Liability, E&amp;O</td>
<td></td>
<td>16,000</td>
<td>16,000</td>
<td>Premiums for public liability, property damage including fire, burglary, and vehicle coverage, errors and omissions coverage, boiler and money insurance coverage. This expense also includes a rider for various air monitoring stations.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>16,000</td>
<td>16,000</td>
<td></td>
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</tbody>
</table>

**PROFESSIONAL SERVICES**

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>60450</td>
<td>Professional &amp; Special Services</td>
<td></td>
<td>120,000</td>
<td>150,000</td>
<td>Professional services and specialized services including outside computer services, auditing services, legal services, outside consulting support for pension and OPEB debt analysis, Burn Program online portal, website services, etc.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>120,000</td>
<td>150,000</td>
<td></td>
</tr>
</tbody>
</table>

**REPAIRS & MAINTENANCE**

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>60550</td>
<td>Maintenance, Computers</td>
<td></td>
<td>1,000</td>
<td>1,000</td>
<td>General maintenance costs for computers and software programs.</td>
</tr>
<tr>
<td>60575</td>
<td>Maintenance, Building</td>
<td></td>
<td>5,000</td>
<td>5,000</td>
<td>Building maintenance and repair costs to building.</td>
</tr>
<tr>
<td>60580</td>
<td>Maintenance, Equipment &amp; Miscellaneous</td>
<td></td>
<td>8,000</td>
<td>8,000</td>
<td>Maintenance activity for equipment not specified in other maintenance accounts (yard and lawn maintenance).</td>
</tr>
<tr>
<td>60590</td>
<td>Maintenance, Equip.&amp; Misc.-Air Monitoring</td>
<td></td>
<td>15,000</td>
<td>15,000</td>
<td>Repairs and maintenance of air monitoring stations. Also costs for laboratory supplies.</td>
</tr>
<tr>
<td>60585</td>
<td>Household &amp; Janitorial</td>
<td></td>
<td>6,500</td>
<td>6,700</td>
<td>General janitorial costs for office and garbage pick-up service.</td>
</tr>
</tbody>
</table>
## North Coast Unified Air Quality Management District - Draft FY 2020-21 Budget

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>35,500</td>
<td>35,700</td>
<td></td>
</tr>
<tr>
<td><strong>SAFETY EQUIPMENT &amp; SUPPLIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60855</td>
<td>Safety Equipment</td>
<td>400</td>
<td>400</td>
<td>Safety equipment such as safety shoes for six staff members and/or gear for inspections.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>400</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td><strong>TRANSPORTATION &amp; TRAVEL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60950</td>
<td>Vehicles - Gas, Maintenance &amp; Repairs</td>
<td>10,000</td>
<td>10,000</td>
<td>Costs of vehicles' gas, maintenance and repairs including fuel, auto detailings, annual safety checks, oil changes, and car washes.</td>
</tr>
<tr>
<td>61050</td>
<td>Transportation &amp; Travel - Staff</td>
<td>8,000</td>
<td>8,000</td>
<td>Costs of all transportation including the reimbursement to staff for the costs of meals and lodging, commercial transportation, allowance for use of private vehicles and other travel costs.</td>
</tr>
<tr>
<td>61060</td>
<td>Transportation &amp; Travel - APCO</td>
<td>4,000</td>
<td>4,000</td>
<td>Costs of all transportation associated with the APCO including the reimbursement of the costs of meals and lodging, commercial transportation, allowance for use of private vehicles and other travel costs.</td>
</tr>
<tr>
<td>61075</td>
<td>Transportation &amp; Travel - Board of Directors</td>
<td>4,000</td>
<td>4,000</td>
<td>Travel expenses for governing and hearing board members, such as mileage and lodging reimbursements.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>26,000</td>
<td>26,000</td>
<td></td>
</tr>
<tr>
<td><strong>COMMUNICATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>62050</td>
<td>Communications - General Office</td>
<td>16,000</td>
<td>16,000</td>
<td>Cost of communications services, including monthly telephone at the office and cell phone costs.</td>
</tr>
<tr>
<td>62060</td>
<td>Communications - Internet</td>
<td>3,000</td>
<td>3,000</td>
<td>Cost of internet communications at various district sites.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>19,000</td>
<td>19,000</td>
<td></td>
</tr>
<tr>
<td><strong>UTILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>63050</td>
<td>Utilities - Electric &amp; Gas</td>
<td>9,500</td>
<td>9,500</td>
<td>Gas and electric service to the office &amp; various air monitoring stations.</td>
</tr>
<tr>
<td>63100</td>
<td>Water &amp; Sewer</td>
<td>1,000</td>
<td>1,000</td>
<td>Water and sewer service to the office.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>10,500</td>
<td>10,500</td>
<td></td>
</tr>
<tr>
<td><strong>SPECIAL DISTRICT EXPENSE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>64050</td>
<td>Special District Expense - General</td>
<td>8,000</td>
<td>8,000</td>
<td>Other District expenses in this category include payments to Board members at $100 per meeting (H&amp;SC 40154), etc.</td>
</tr>
<tr>
<td>64075</td>
<td>Training</td>
<td>4,500</td>
<td>4,500</td>
<td>Employee education and training expenses (registration and class fees).</td>
</tr>
<tr>
<td>64100</td>
<td>Memberships &amp; Subscriptions</td>
<td>10,500</td>
<td>15,000</td>
<td>Costs of necessary memberships, subscriptions, and/or software licenses - CAPCOA, CSDA, Gmail, Linode server, software licenses, virus protection, etc.</td>
</tr>
<tr>
<td>64150</td>
<td>Public Education</td>
<td>1,000</td>
<td>1,000</td>
<td>Various public education programs and outreach not included in other programs’ outreach or expense accounts (i.e. funding provided directly by the District).</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>24,000</td>
<td>28,500</td>
<td></td>
</tr>
<tr>
<td><strong>OFFICE EXPENSE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>65050</td>
<td>Postage</td>
<td>7,000</td>
<td>7,000</td>
<td>Stamps, metered mail and bulk mail postage.</td>
</tr>
<tr>
<td>65100</td>
<td>Office Supplies</td>
<td>7,000</td>
<td>7,000</td>
<td>Office supplies include expendable items such as pens, pencils, ink &amp; toner cartridges, copy paper, binders, envelopes, filing supplies, etc.</td>
</tr>
<tr>
<td>65200</td>
<td>Publications &amp; Legal Notices</td>
<td>5,000</td>
<td>5,000</td>
<td>District costs of publications legally required for reports and notices, and includes costs of public notices.</td>
</tr>
<tr>
<td>65225</td>
<td>Printing Costs</td>
<td>2,000</td>
<td>2,000</td>
<td>Printing costs such as printing permit forms and other District publications.</td>
</tr>
<tr>
<td>65250</td>
<td>Rents &amp; Leases - Building</td>
<td>1,860</td>
<td>1,860</td>
<td>Rental expense for storage unit at an estimated $155 per month.</td>
</tr>
<tr>
<td>65255</td>
<td>Rents &amp; Leases, Building - Air Monitoring</td>
<td>600</td>
<td>600</td>
<td>Eureka (Alice Birney) Air Monitoring Station monthly rent at $50 per month.</td>
</tr>
<tr>
<td>65300</td>
<td>Rents &amp; Leases - Equipment</td>
<td>4,000</td>
<td>4,000</td>
<td>Rent and lease of equipment, including postage meter and copier leases.</td>
</tr>
<tr>
<td>65000</td>
<td>Office Expense- Other</td>
<td>6,000</td>
<td>-</td>
<td>Other misc offic expenses, including grant outreach/advertising for FARMER, State Reserve, and Woodsmoke Reduction Programs.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>33,460</td>
<td>27,460</td>
<td></td>
</tr>
<tr>
<td><strong>CAPITAL OUTLAY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>66075</td>
<td>Equipment &lt;$5,000</td>
<td>8,500</td>
<td>10,000</td>
<td>Small computer-related and office equipment.</td>
</tr>
</tbody>
</table>
## North Coast Unified Air Quality Management District - Draft FY 2020-21 Budget

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>66080</td>
<td>Air Monitoring Equipment &lt;$5,000</td>
<td>10,000</td>
<td>10,000</td>
<td>Small tools and equipment associated with air monitoring.</td>
</tr>
<tr>
<td>66100</td>
<td>Fixed Assets &gt;$5,000</td>
<td>35,000</td>
<td>35,000</td>
<td>Major modifications to real property, replacement of vehicles, or purchase of other assets.</td>
</tr>
<tr>
<td>66105</td>
<td>Fixed Assets - Air Monitoring &gt;$5,000</td>
<td>-</td>
<td>-</td>
<td>Purchase of new equipment for air monitoring stations. Last year's amount reflects the extra PM2.5 grant funds for the purchase of two new PM2.5 monitors from EPA and CAPCOA grants in FY 18/19.</td>
</tr>
</tbody>
</table>

**TOTAL** 53,500 55,000

### GRANT ADMINISTRATION EXPENSE

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>67600</td>
<td>RSBPP Grant Admin (YR 1) - Expense</td>
<td>1,500</td>
<td>-</td>
<td>Admin income expensed from direct reimbursement of costs incurred with the administration of the Rural School Bus Pilot Program (RSBPP) for YR 1</td>
</tr>
<tr>
<td>67601</td>
<td>RSBPP Grant Admin (YR 2) - Expense</td>
<td>1,500</td>
<td>41,500</td>
<td>Admin income expensed from direct reimbursement of costs incurred with the administration of the Rural School Bus Pilot Program (RSBPP) for YR 2</td>
</tr>
<tr>
<td>67602</td>
<td>RSBPP Grant Admin (YR 3) - Expense</td>
<td>5,000</td>
<td>5,000</td>
<td>Admin income expensed from direct reimbursement of costs incurred with the administration of the Rural School Bus Pilot Program (RSBPP) for YR 3</td>
</tr>
<tr>
<td>67603</td>
<td>RSBPP Grant Admin (YR 4) - Expense</td>
<td>-</td>
<td>10,000</td>
<td>Admin income expensed from direct reimbursement of costs incurred with the administration of the Rural School Bus Pilot Program (RSBPP) for YR 4</td>
</tr>
<tr>
<td>67625</td>
<td>State Woodsmoke Reduction Grant Admin (YR 1) - Expense</td>
<td>3,325</td>
<td>-</td>
<td>Admin income expensed from direct reimbursement of costs incurred with the administration of the State Woodsmoke Reduction Grant (YR 1)</td>
</tr>
<tr>
<td>67625</td>
<td>State Woodsmoke Reduction Grant Admin (YR 2) - Expense</td>
<td>-</td>
<td>2,000</td>
<td>Admin income expensed from direct reimbursement of costs incurred with the administration of the State Woodsmoke Reduction Grant (YR 2)</td>
</tr>
<tr>
<td>67610</td>
<td>DERA Grant Admin - Expense</td>
<td>-</td>
<td>5,000</td>
<td>Admin income expensed from administering CARB's allocation of EPA DERA Grant funds which are spent in conjunction with the RSBPP grant funds.</td>
</tr>
<tr>
<td>67630</td>
<td>CARB Prescribed Burn Grant Program - Expense</td>
<td>-</td>
<td>10,000</td>
<td>Admin income expensed from direct reimbursement costs incurred with the administration of CARB Prescribed Burn Program Grant.</td>
</tr>
</tbody>
</table>

**TOTAL** 11,325 73,500

### FUNDS TO OTHER AGENCIES

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>68200</td>
<td>CARB Air Toxic &quot;Hot Spots&quot; Progam</td>
<td>1,500</td>
<td>1,500</td>
<td>Fees collected by the District and passed through to CARB for CARB's Air Toxic &quot;Hot Spots&quot; Program.</td>
</tr>
<tr>
<td>68290</td>
<td>Burn Permit Fees to Fire Agencies</td>
<td>14,000</td>
<td>12,000</td>
<td>The District provides $3 for every Standard Burn Permit issued to each local fire agency.</td>
</tr>
<tr>
<td>68285</td>
<td>Wildfire &amp; Smoke Management Support</td>
<td>1,000</td>
<td>-</td>
<td>Access to CALFIRE ForestWatch-Mountain top lookout video feeds in forest/region.</td>
</tr>
<tr>
<td>68410</td>
<td>CARB AB 617 Community Air Protection Grant Agreement Funding</td>
<td>-</td>
<td>51,984</td>
<td>Unused AB 617 reimbursement funding from YR1 $29,325 (FY18/19) and YR2 22,659 (FY19/20) are planned to be allocated to the State Woodsmoke Grant as wood stove changeout grants.</td>
</tr>
</tbody>
</table>

**TOTAL** 16,500 65,484

### MISCELLANEOUS EXPENSE

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>69100</td>
<td>Uncategorized Expenses</td>
<td>-</td>
<td>-</td>
<td>Unpaid invoices and deductions in fees due to the District.</td>
</tr>
<tr>
<td>69150</td>
<td>Bad Debt/Unpaid Fees/Write-offs</td>
<td>-</td>
<td>-</td>
<td>Unpaid invoices and deductions in fees due to the District.</td>
</tr>
</tbody>
</table>

**TOTAL** - -

### BANK FEES & INTEREST EXPENSE

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>70125</td>
<td>Bank Fees &amp; Charges</td>
<td>1,500</td>
<td>1,500</td>
<td>Regular banking fees associated with checking accounts.</td>
</tr>
<tr>
<td>70130</td>
<td>Credit Card Expense</td>
<td>6,500</td>
<td>6,500</td>
<td>Bank fees associated with credit card transactions.</td>
</tr>
<tr>
<td>70150</td>
<td>Late Fees</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**TOTAL** 8,000 8,000

**TOTAL REGULAR EXPENSE** 2,020,450 2,221,089

<table>
<thead>
<tr>
<th></th>
<th>Total FY20/21 Income</th>
<th>Total FY20/21 Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,320,391</td>
<td>2,221,089</td>
<td>99,302</td>
</tr>
<tr>
<td>181,176</td>
<td>Total of FY20/21 Grant Programs which have a fixed admin % (does not include direct/reimbursement grant admin)</td>
<td></td>
</tr>
</tbody>
</table>
# GRANTS & SPECIAL INCOME

## CARL MOYER GRANT INCOME

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>47100</td>
<td>Carl Moyer Program Grant (Yr 21)</td>
<td>276,909</td>
<td>299,984</td>
<td>The CARB Carl Moyer Program Grant provides grant incentives for purchasing lower-emission heavy-duty diesel engines. Funding typically covers the cost difference between a new heavy-duty diesel engine and an alternative, clean fuel or lower-emission model.</td>
</tr>
<tr>
<td>47105</td>
<td>Carl Moyer Program Admin (Yr 21)</td>
<td>39,559</td>
<td>42,855</td>
<td>Carl Moyer Grant provides 12.5% for grant admin/expenses (held in District Reserve), which are allocated over several years (typically allocate 80% initial year).</td>
</tr>
<tr>
<td>47105A</td>
<td>Carl Moyer Program Grant Admin carryover from previous year</td>
<td>7,383</td>
<td>7,912</td>
<td>The CARB Carl Moyer Program Grant provides grant incentives for purchasing lower-emission heavy-duty diesel engines. Funding typically covers the cost difference between a new heavy-duty diesel engine and an alternative, clean fuel or lower-emission model.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>80150</td>
<td>Interest, Carl Moyer Program Grant</td>
<td>1,000</td>
<td>1,000</td>
<td>Estimated interest earned on all Carl Moyer Program Grant funds while held in the Moyer bank account. All interest earned must be available for disbursement to qualified projects.</td>
</tr>
</tbody>
</table>

**TOTAL** 324,851 536,357

## STATE RESERVE (MULTI-DISTRICT) GRANT INCOME

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>47350</td>
<td>State Reserve (Multi-District) Grant (TIMBER, etc.)</td>
<td>-</td>
<td>-</td>
<td>CARB grant funding from the unallocated 5% within the Carl Moyer Program, referred to as State Reserve (Multi-District). Supports state priorities in partnership with air districts. Initially funding went to the TIMBER Program with new funds presently going toward off-road, non-Ag and Ag projects in advance of some pending off-road small fleet deadlines.</td>
</tr>
<tr>
<td>47350</td>
<td>State Reserve (Multi-District) Grant carryover</td>
<td>152,970</td>
<td>115,104</td>
<td>The State Reserve Grant program funds carryover from previous fiscal year.</td>
</tr>
<tr>
<td>47355</td>
<td>State Reserve (Multi-District) Admin</td>
<td>-</td>
<td>-</td>
<td>The State Reserve Grant provides 12.5% for grant admin/expenses (held in District Reserve), which are allocated over several years (typically allocate 80% initial year).</td>
</tr>
</tbody>
</table>

**TOTAL** 152,970 118,007

## CARB VOLUNTARY NOx REMEDIATION MEASURE (NRM) GRANT INCOME

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>47040</td>
<td>CARB Voluntary NOx Remediation Measure Grant</td>
<td>-</td>
<td>-</td>
<td>Grant incentive funding from CARB's Air Pollution Control Fund for eligible NOx reduction projects which are to be implemented according to the Carl Moyer Program guidelines. Funds already expended in FY 18/19.</td>
</tr>
<tr>
<td>47041</td>
<td>CARB Voluntary NOx Remediation Measure Admin</td>
<td>-</td>
<td>-</td>
<td>The Voluntary Nox Remediation Measure Grant provides 6% for grant admin/expenses.</td>
</tr>
</tbody>
</table>

**TOTAL** - -

## AB923 DMV SURCHARGE INCOME

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>48100</td>
<td>AB923 DMV Surcharge Funds</td>
<td>325,000</td>
<td>325,000</td>
<td>State provided AB923 DMV Surcharge Funds for grant projects pursuant to H&amp;SC 44229, which authorizes the District to receive an additional $2 per vehicle in the District's jurisdiction.</td>
</tr>
<tr>
<td>48100</td>
<td>AB923 DMV Surcharge Funds carryover</td>
<td>1,247,160</td>
<td>1,247,160</td>
<td>AB923 DMV Surcharge Funds Carryover from previous fiscal year.</td>
</tr>
<tr>
<td>80200</td>
<td>Interest, AB923 DMV Surcharge Funds</td>
<td>2,000</td>
<td>2,000</td>
<td>Estimated interest earned on AB923 DMV Surcharge Funds.</td>
</tr>
</tbody>
</table>

**TOTAL** 1,574,160 1,574,160

## RURAL SCHOOL BUS PILOT PROGRAM (YR 1) INCOME

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>47325</td>
<td>Rural School Bus Pilot Program (YR 1)</td>
<td>-</td>
<td>-</td>
<td>Through a CARB Grant Agreement, the District administers the state-wide Rural School Bus Pilot Program (RSBPP) Year 1 grant for school buses for rural school districts.</td>
</tr>
<tr>
<td>47325</td>
<td>Rural School Bus Pilot Program (YR 1) carryover</td>
<td>6,118,882</td>
<td>-</td>
<td>RSBPP (YR 1) carryover from previous fiscal year and held in the RSBPP (YR 1) financial account.</td>
</tr>
</tbody>
</table>

**TOTAL** 6,118,882 -

## RURAL SCHOOL BUS PILOT PROGRAM (YR 2) INCOME

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>47326</td>
<td>Rural School Bus Pilot Program (YR 2)</td>
<td>-</td>
<td>-</td>
<td>Through a CARB Grant Agreement, the District administers the state-wide Rural School Bus Pilot Program (RSBPP) Year 2 grant for school buses for rural school districts.</td>
</tr>
<tr>
<td>47326</td>
<td>Rural School Bus Pilot Program (YR 2) carryover</td>
<td>23,750,000</td>
<td>23,800,000</td>
<td>RSBPP (YR 2) carryover from previous fiscal year and held in the RSBPP (YR 2) financial account.</td>
</tr>
<tr>
<td>80215</td>
<td>Interest, RSBPP (YR 2) Grant Program</td>
<td>50,000</td>
<td>50,000</td>
<td>Estimated interest earned on RSBPP (YR 2) Grant funds while held in the RSBPP (YR 2) financial account. All interest earned must be available for disbursement to qualified projects.</td>
</tr>
</tbody>
</table>

**TOTAL** 23,800,000 23,850,000
## Description and Details of Accounts

### Rural School Bus Pilot Program (YR 3) Income

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>47327</td>
<td>Rural School Bus Pilot Program (YR 3)</td>
<td>15,000,000</td>
<td>-</td>
<td>Through a CARB Grant Agreement, the District administers the state-wide Rural School Bus Pilot Program (RSBPP) Year 3 grant for school buses for rural school districts (allocation was increased beyond initial amount to $18,550,00, which includes CARB's state match project funds for DERA grant applied to RSBPP).</td>
</tr>
<tr>
<td>47327</td>
<td>Rural School Bus Pilot Program (YR 3) carryover</td>
<td>-</td>
<td>18,550,000</td>
<td>RSBPP (YR 3) carryover from previous fiscal year and held in the RSBPP (YR 3) financial account.</td>
</tr>
<tr>
<td>80216</td>
<td>Interest, RSBPP (YR 3) Grant Program</td>
<td>15,000</td>
<td>15,000</td>
<td>Estimated interest earned on RSBPP (YR 3) Grant funds while held in the RSBPP (YR 3) financial account. All interest earned must be available for disbursement to qualified projects.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>15,015,000</td>
<td>18,565,000</td>
<td></td>
</tr>
</tbody>
</table>

### Rural School Bus Pilot Program (YR 4) Income

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>47328</td>
<td>Rural School Bus Pilot Program (YR 4)</td>
<td>-</td>
<td>4,350,000</td>
<td>Through a CARB Grant Agreement, the District administers the state-wide Rural School Bus Pilot Program (RSBPP) Year 4 grant for school buses for rural school districts.</td>
</tr>
<tr>
<td>47328</td>
<td>Rural School Bus Pilot Program (YR 4) carryover</td>
<td>-</td>
<td>-</td>
<td>RSBPP (YR 4) carryover from previous fiscal year and held in the RSBPP (YR 4) financial account.</td>
</tr>
<tr>
<td>80217</td>
<td>Interest, RSBPP (YR 4) Grant Program</td>
<td>-</td>
<td>-</td>
<td>Estimated interest earned on RSBPP (YR 4) Grant funds while held in the RSBPP (YR 4) financial account. All interest earned must be available for disbursement to qualified projects.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>-</td>
<td>4,350,000</td>
<td></td>
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</table>

### DERA Federal Grant Income

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>47324</td>
<td>DERA Grant</td>
<td>-</td>
<td>486,361</td>
<td>Through a Grant Agreement, the District administers all of CARB's Diesel Emissions Reduction Act (DERA) allocated by the EPA to CARB for all of California. CARB receives between $400-500,000 each year annually for the allocation for California. Under agreement, the DERA funds will be spent toward the RSBPP grant program, typically funding about 5 additional school buses.</td>
</tr>
<tr>
<td>47324</td>
<td>DERA Grant carryover</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>-</td>
<td>486,361</td>
<td></td>
</tr>
</tbody>
</table>

### Woodstove Changeout Program Income

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A-Reserve</td>
<td>Woodstove Changeout Grant Program</td>
<td>-</td>
<td>275,000</td>
<td>District Woodstove Grant Program is typically funded by funds from compliance settlement agreement(s). The current funds were received in FY 16/17 and are provided through the Reserve Fund.</td>
</tr>
<tr>
<td>N/A-Reserve</td>
<td>Woodstove Changeout Grant Program carryover</td>
<td>275,000</td>
<td>275,000</td>
<td>District Woodstove Grant funds carryover from previous fiscal year and held in the District Reserve.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>275,000</td>
<td>275,000</td>
<td></td>
</tr>
</tbody>
</table>

### State Woodsmoke Reduction Program Income

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>47210</td>
<td>State Woodsmoke Reduction Grant Program</td>
<td>270,000</td>
<td>-</td>
<td>State Woodsmoke Reduction Grant Program is implemented by CARB and administered by air districts in coordination with CAPCOA. Implemented by California Climate Investments with GGRF funds. Initial allocation to District and also air basin. Estimated 2 year pilot with future funding.</td>
</tr>
<tr>
<td>47210</td>
<td>State Woodsmoke Reduction Grant Program carryover</td>
<td>-</td>
<td>185,000</td>
<td>State Woodsmoke Grant program funds carryover from previous fiscal year and held in the State Woodsmoke account.</td>
</tr>
<tr>
<td>80210</td>
<td>Interest, Woodsmoke Grant Program</td>
<td>100</td>
<td>500</td>
<td>Estimated interest earned on Woodsmoke Reduction Program funds while held in the Woodsmoke financial account. All interest earned must be available for disbursement to qualified projects.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>270,100</td>
<td>185,500</td>
<td></td>
</tr>
</tbody>
</table>

### FARMER Program Income

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT NAME</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>47200</td>
<td>FARMER Grant Program</td>
<td>490,000</td>
<td>310,000</td>
<td>CARB's Funding Agricultural Replacement Measures for Emission Reductions (FARMER) grant program. A statewide agricultural equipment replacement program similar to the Carl Moyer Program with additional project types. Initially allocates $5.5 million split among 18 air districts with 9% administration. Funded by GGRF, Air Quality Improvement Funds, Alternative and Renewable Fuel and Vehicle Technology Funds.</td>
</tr>
<tr>
<td>47200</td>
<td>FARMER Grant Program carryover</td>
<td>-</td>
<td>472,968</td>
<td>The FARMER Grant program funds carryover from previous fiscal year and held in the FARMER account.</td>
</tr>
<tr>
<td>47205</td>
<td>FARMER Grant Program Admin</td>
<td>44,100</td>
<td>29,450</td>
<td>The FARMER Grant provides 9% for administrative expenses.</td>
</tr>
<tr>
<td>47205</td>
<td>FARMER Grant Program Admin carryover from previous year</td>
<td>21,284</td>
<td>22,050</td>
<td>The FARMER Grant provides 9% admin carryover from previous fiscal year, held in District Reserve, to be expensed this fiscal year.</td>
</tr>
<tr>
<td>80205</td>
<td>Interest, FARMER Grant Program</td>
<td>100</td>
<td>100</td>
<td>Estimated interest earned on FARMER Grant Program funds while held in the FARMER Program financial account. All interest earned must be available for disbursement to qualified projects.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>1,028,452</td>
<td>361,600</td>
<td></td>
</tr>
</tbody>
</table>

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Page 40
## North Coast Unified Air Quality Management District - Draft FY 2020-21 Budget

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>ACCOUNT</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL GRANTS &amp; SPECIAL INCOME</td>
<td>48,559,415</td>
<td>45,465,624</td>
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<td></td>
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</tbody>
</table>

### GRANTS & SPECIAL EXPENSE

#### CARL MOYER GRANT EXPENSE

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>ACCOUNT</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>68100</td>
<td>Carl Moyer Program Grant</td>
<td>277,909</td>
<td>485,590</td>
<td>Carl Moyer Program Grant incentives/project funds provided under contract to recipients.</td>
</tr>
<tr>
<td>68100</td>
<td>Carl Moyer Program Grant carryover</td>
<td>-</td>
<td>-</td>
<td>Carl Moyer Program Grants funds carryover to next fiscal year and held in Carl Moyer financial account.</td>
</tr>
<tr>
<td>68100A</td>
<td>Carl Moyer Program Grant Admin</td>
<td>31,647</td>
<td>34,284</td>
<td>The Carl Moyer Grant provides 12.5% for grant admin/expenses (held in District Reserve), which are allocated over several years (typically 80% initial year, 20% second year) to roughly cover minor admin expenses during grant term (5-10yrs). This expense is reflected in the operating budget in various accounts (e.g. Salaries &amp; Benefits and Office Expense).</td>
</tr>
<tr>
<td>68100A</td>
<td>Carl Moyer Program Grant Admin carryover from previous year</td>
<td>7,383</td>
<td>7,912</td>
<td>Carl Moyer Grant admin of 20% carryover from previous fiscal year, held in District Reserve, to be expensed in this fiscal year.</td>
</tr>
<tr>
<td>68100A</td>
<td>Carl Moyer Program Grant Admin carryover to next year</td>
<td>7,912</td>
<td>8,571</td>
<td>Carl Moyer Grant admin of 20% carryover to next year, held in District Reserve, to be expensed next fiscal year.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>324,851</td>
<td>536,357</td>
<td></td>
<td></td>
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</tbody>
</table>

#### STATE RESERVE (MULTI-DISTRICT) GRANT EXPENSE

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>ACCOUNT</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>68350</td>
<td>State Reserve (Multi-District) Grant</td>
<td>152,970</td>
<td>115,104</td>
<td>State Reserve Grant incentives/project funds provided under contract to recipients.</td>
</tr>
<tr>
<td>68350</td>
<td>State Reserve (Multi-District) Grant carryover</td>
<td>-</td>
<td>-</td>
<td>State Reserve program funds carryover to next fiscal year and held in Carl Moyer financial account.</td>
</tr>
<tr>
<td>68350A</td>
<td>State Reserve (Multi-District) Admin</td>
<td>-</td>
<td>2,903</td>
<td>State Reserve Admin provides 12.5% for grant admin/expenses, where 75% is expensed initial year when funds received. This expense is reflected the operating budget in various accounts (e.g. Salaries &amp; Benefits and Office Expense).</td>
</tr>
<tr>
<td>68350A</td>
<td>State Reserve (Multi-District) Admin carryover</td>
<td>-</td>
<td>-</td>
<td>State Reserve admin of 25% carryover to next year and held in District Reserve.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>152,970</td>
<td>118,007</td>
<td></td>
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</tbody>
</table>

#### CARB VOLUNTARY NOx REMEDIATION MEASURE (NRM) GRANT EXPENSE

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>ACCOUNT</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>68400</td>
<td>CARB Voluntary NOx Remediation Measure Grant</td>
<td>-</td>
<td>-</td>
<td>Voluntary NOx Remediation Measure (VNRM) Grant incentives/project funds provided under contract to recipients.</td>
</tr>
<tr>
<td>68400A</td>
<td>CARB Voluntary NOx Remediation Measure Grant Admin</td>
<td>-</td>
<td>-</td>
<td>VNRM provides 6% for grant admin/expenses where all is expensed in first year of receiving funds.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>-</td>
<td>-</td>
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#### AB923 DMV SURCHARGE FUNDS EXPENSE

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>ACCOUNT</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>68055</td>
<td>AB923 DMV Surcharge Funds</td>
<td>725,350</td>
<td>350,000</td>
<td>AB923 DMV Surcharge Grant incentives/project funds provided to recipients; AB923 DMV Surcharge Funds also provide yearly match funds for the Carl Moyer Program Grant Program.</td>
</tr>
<tr>
<td>68055</td>
<td>AB923 DMV Surcharge Funds carryover</td>
<td>848,810</td>
<td>1,224,160</td>
<td>AB923 Grant funds carryover to next fiscal year and held in AB923 financial account.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,574,160</td>
<td>1,574,160</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### RURAL SCHOOL BUS PILOT PROGRAM (YR 1) EXPENSE

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>ACCOUNT</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>68325</td>
<td>Rural School Bus Pilot Program (YR 1)</td>
<td>-</td>
<td>-</td>
<td>RSBPP (YR 1) Grant incentives/project funds provided under contract to recipients.</td>
</tr>
<tr>
<td>68325</td>
<td>Rural School Bus Pilot Program (YR 1) carryover</td>
<td>6,118,882</td>
<td>-</td>
<td>RSBPP (YR 1) Grant funds carryover to next fiscal year and held in RSBPP (YR 1) financial account.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>6,118,882</td>
<td>-</td>
<td></td>
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#### RURAL SCHOOL BUS PILOT PROGRAM (YR 2) EXPENSE

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>ACCOUNT</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>68326</td>
<td>Rural School Bus Pilot Program (YR 2)</td>
<td>23,800,000</td>
<td>23,850,000</td>
<td>RSBPP (YR 2) Grant incentives/project funds provided under contract to recipients.</td>
</tr>
<tr>
<td>68326</td>
<td>Rural School Bus Pilot Program (YR 2) carryover</td>
<td>-</td>
<td>-</td>
<td>RSBPP (YR 2) Grant funds carryover to next fiscal year and held in RSBPP (YR 2) financial account.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>23,800,000</td>
<td>23,850,000</td>
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#### RURAL SCHOOL BUS PILOT PROGRAM (YR 3) EXPENSE

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>ACCOUNT</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>DESCRIPTION AND DETAILS OF ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>68327</td>
<td>Rural School Bus Pilot Program (YR 3)</td>
<td>-</td>
<td>18,565,000</td>
<td>RSBPP (YR 3) Grant incentives/project funds provided under contract to recipients.</td>
</tr>
<tr>
<td>68327</td>
<td>Rural School Bus Pilot Program (YR 3) carryover</td>
<td>15,015,000</td>
<td>-</td>
<td>RSBPP (YR 3) Grant funds carryover to next fiscal year and held in RSBPP (YR 3) financial account.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>15,015,000</td>
<td>18,565,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCOUNT NUMBER</td>
<td>ACCOUNT NAME</td>
<td>FY 2019-20</td>
<td>FY 2020-21</td>
<td>ADOPTED</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------------------------</td>
<td>------------</td>
<td>------------</td>
<td>---------</td>
</tr>
<tr>
<td>68328</td>
<td>Rural School Bus Pilot Program (YR4)</td>
<td>-</td>
<td>4,350,000</td>
<td>-</td>
</tr>
<tr>
<td>68328</td>
<td>Rural School Bus Pilot Program (YR 4) carryover</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>-</td>
<td>4,350,000</td>
<td></td>
</tr>
<tr>
<td>68340</td>
<td>DERA Grant</td>
<td>-</td>
<td>486,361</td>
<td>-</td>
</tr>
<tr>
<td>68340</td>
<td>DERA Grant carryover</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>-</td>
<td>486,361</td>
<td></td>
</tr>
<tr>
<td>68075</td>
<td>Woodstove Changeout Program</td>
<td>-</td>
<td>10,000</td>
<td>-</td>
</tr>
<tr>
<td>68075</td>
<td>Woodstove Changeout Program carryover</td>
<td>275,000</td>
<td>265,000</td>
<td></td>
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<tr>
<td>TOTAL</td>
<td></td>
<td>275,000</td>
<td>275,000</td>
<td></td>
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<tr>
<td>68080</td>
<td>State Woodsmoke Reduction Program</td>
<td>270,100</td>
<td>185,500</td>
<td></td>
</tr>
<tr>
<td>68080</td>
<td>State Woodsmoke Reduction Program carryover</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>270,100</td>
<td>185,500</td>
<td></td>
</tr>
<tr>
<td>68040</td>
<td>FARMER Program</td>
<td>823,068</td>
<td>310,100</td>
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</tr>
<tr>
<td>68040</td>
<td>FARMER Program carryover</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>68040A</td>
<td>FARMER Admin</td>
<td>22,050</td>
<td>14,725</td>
<td></td>
</tr>
<tr>
<td>68040A</td>
<td>FARMER Admin carryover from previous year</td>
<td>21,284</td>
<td>22,050</td>
<td></td>
</tr>
<tr>
<td>68040A</td>
<td>FARMER Admin carryover to next year</td>
<td>15,750</td>
<td>14,725</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>882,152</td>
<td>361,600</td>
<td></td>
</tr>
<tr>
<td>TOTAL GRANTS &amp; SPECIAL EXPENSE</td>
<td></td>
<td>48,413,115</td>
<td>45,465,624</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total FY20/21 Grant Income</td>
<td>45,465,624</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total FY20/21 Grant Expense</td>
<td>45,465,624</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Agenda Item: 7
TO: North Coast Unified Air Quality Management District Board  
FROM: Brian Wilson, APCO  
SUBJECT: APCO Report  
DATE: April 16, 2020  
ACTION REQUESTED: Accept and File

The following information is provided as a summary of items of interest to the Board and District. Staff solicits and appreciates any feedback concerning these items or other items of interest from the Board.

1. **District Response to COVID-19**

   The State’s Executive Order on the COVID-19 pandemic directed all residents to immediately heed current State public health directives to stay home, except as needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors as the State Public Health Officer may designate as critical to protect health and well-being.

   In accordance with this order, the State Public Health Officer designated a list of “Essential Critical Infrastructure Workers” to ensure continuity of functions critical to public health and safety, as well as economic and national security. Although not listed specifically, air districts are considered an essential workforce under the Healthcare/Public Health Sector Profile. CARB has also indicated that regulations continue to be in effect and that compliance with air quality regulatory requirements is of the utmost importance and considered to be an “essential” function during the COVID-19 response.

   The District has taken appropriate measures to comply with both the County’s order and guidance in addition to state executive orders and requirements. In March, the APCO issued a *Policy Memo for Response & Guidance to COVID-19* (attached). The purpose of this memo is to describe measures the District is implementing to prevent workplace exposure to COVID-19 and to lay workplace guidance and temporary policy. The APCO also issued a *Temporary District Telecommuting Policy* (attached) to modify working conditions for “at-risk” employees (individuals over 65 years old and/or those with a serious underlying health condition) and other employees in the interest of employee health and safety to lessen work exposure and depending upon
available District equipment. Staff continues to work on various flexible work options while maintaining its objectives and service.

2. **EPA Issues Temporary Policy on Enforcement Discretion During COVID-19 Pandemic**

On March 26, 2020, the EPA issued a temporary policy (see attached EPA memo) describing how it will exercise its discretion in enforcing civil violations resulting from noncompliance with a range of environmental legal obligations during the COVID-19 pandemic. The temporary policy has limited retroactive effect to March 13, 2020. The District will be following and implementing this guidance.

As a result of nationwide shelter-in-place, travel, or social distancing restrictions, the EPA indicated it recognizes that regulated entities may be constrained in their efforts to carry out certain activities required by federal environmental permits, regulations, and statutes. Accordingly, the EPA’s temporary policy frees up the EPA to consider COVID-19-related restrictions as part of its enforcement discretion. Under the policy, the exercise of discretion is conditioned on compliance with the following general conditions:

1. Entities should make every effort to comply with their environmental compliance obligations.
2. If compliance is not reasonably practicable, facilities with environmental compliance obligations should:
   a. Act responsibly under the circumstances in order to minimize the effects and duration of any noncompliance cause by COVID-19;
   b. Identify the specific nature and dates of noncompliance;
   c. Identify how COVID-19 was the cause of the noncompliance, and the decisions and actions taken in response, including best efforts to comply and steps taken to come into compliance at the earliest opportunity;
   d. Return to compliance as soon as possible; and
   e. Document the information, action, or condition specified in a. through d.

In addition to these general conditions, the temporary policy discusses enforcement discretion arising from specific requirements, including, but not limited to, compliance monitoring and enforcement, settlement agreement and consent decree obligations, and facility operations.

In California, the California Environmental Protection Agency has not announced any COVID-19 related policies regarding enforcement for environmental obligations. Certain state agencies have, however, issued their own individual policies. CARB’s response (see attached CARB notice) to the COVID-19 pandemic states that “CARB regulations continue to be in effect and deadlines apply” and reminds the regulatory community that compliance with Board orders and other regulatory requirements is of the utmost importance and considered to be an “essential” function during the COVID-19 response. CARB has not established a process to consider enforcement discretion or to evaluate compliance issues during the COVID-19 response.
3. **Update on PG&E Regular Variance Activity**

On February 3, 2020, the District's Hearing Board approved the Regular Variance for PG&E as proposed, and the Regular Variance Order 2020-01 was subsequently signed on February 28, 2020.

The Regular Variance was to provide relief from permit conditions and permit emission limitations (until June 30, 2020) to allow the HBGS to conduct the emission (source testing) and other operational testing necessary to confirm their readiness to operate in an island mode or as a black start unit to serve area load. In addition to the short term emission testing they performed last December 2019, PG&E has also recently finished operational testing of Ammonia Injection Load Point Determinations (i.e fine tuning the emission control SCR system) for loads less than 50%. The variance also allows for an operational test to determine the actual ability of the plant to achieve real-world operation similar to PSPS conditions, which PG&E has indicated will occur sometime in early May.
TO: All District Staff

FROM: Brian Wilson, APCO

SUBJECT: District Response & Guidance to COVID-19

DATE: March 18, 2020

EFFECTIVE: March 17, 2020 until revised

The District has an obligation under the Occupational Safety & Health Act to maintain a safe workplace. The purpose of this memo is to describe measures the District is implementing to prevent workplace exposure to Coronavirus (COVID-19) and to lay workplace guidance and temporary policy.

CDC’s recommendations, as found in "Table: Summary of CDC Recommendations for Management of Persons with Potential COVID-19 Exposure by Risk Level and Symptoms," at https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html, will serve as a guideline for considering work and return to work restrictions for employees, as well as implementation of other possible safeguards. If local orders are issued requiring compliance with protocols and standards that are different from the CDC, the local orders will be followed.

We anticipate CDC will continue to provide updates regarding COVID-19 transmission concerns as well as best practices to mitigate those concerns. Our responses to the situation will be modified as frequently as necessary to ensure we are at the forefront of ensuring a safe environment for our employees and the public. If you have any questions on this policy please let your supervisor know. Thank you for your cooperation during this unique period of time.

Best Practices to Prevent Exposure

a) Stay Home When Sick - Employees displaying symptoms of respiratory infection, including fever, cough or difficulty breathing, are required to use Sick Leave or other available Leave, and to remain home until fully recovered.

b) Respiratory Etiquette and Hand Hygiene - All employees should practice appropriate cough and sneeze etiquette and hand hygiene while at the workplace. Information is available online at https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html and https://www.cdc.gov/handwashing/index.html.
c) Social Distancing – All employees should endeavor to practice “social distancing” as appropriate within the workplace, with both employee-employee interactions and employee-citizen interactions.

d) Conferences and Trainings – The District is suspending travel, conference, and training closures. Employees are not required to travel or attend such activities until otherwise advised.

e) District Policy on Telecommuting – In conjunction with this memo, see the **Temporary District Telecommuting Policy**

Use of Sick or Vacation Leaves

District employees exposed to COVID-19 may be temporarily unable to work due to illness caused by COVID-19 or quarantines related to COVID-19. As always, in the event an employee becomes sick and is unable to perform their duties, the employee is encouraged to take Sick or Vacation Leave to cover any time off. The use of leave is outlined below.

- Employees with potential COVID-19 exposure –
  - In the event an employee believes they have been exposed to COVID-19 and are under self-quarantine or have been directed to self-quarantine they must utilize Sick Leave or other personal Leaves available.
  - Preventative measures may include requiring an employee who is not on Medical Leave to remain away from the workplace, or from performing field duties, for up to fourteen (14) calendar days from the last date of potential exposure. The District will work with employees who are required to remain away from the workplace to see if there is an opportunity to telecommute or participate in some other remote work process, whenever operational requirements and resource availability allow.
  - Employees required to remain away from the workplace or from performing field duties pursuant to this memo may be required to be medically cleared by a healthcare professional or submit to a medical examination before returning to the workplace or to the field.

- In an effort to decrease paperwork that is taxing the healthcare system in a time of pandemic, the APCO will suspend any requirement of a doctor’s note for absences due to flu, cough or virus-related symptoms extending beyond 3 days during the effective time of this arrangement. The APCO also suspends the requirement of a doctor’s note to return to work unless the employee is diagnosed with coronavirus (COVID-19), in which case a doctor’s note will be required to return to work. Employees are still required to take Sick Leave as needed during an illness, appropriately record Leave in the District Payroll Timecard Database, and inform their supervisor.
• For any illness extending beyond 3 days, employees must contact the Human Resources Coordinator to ensure all available leave as provided by law is being afforded to the employee, as necessary.

• District-provided emergency extension of employee leave banks – effective immediately, all District employees shall receive an advance of 75 hours of Sick Leave. This Sick Leave shall be recouped over the next 22 pay periods with no further accruals during that recoupment period. Employees leaving District employment will not receive credit for unused advanced hours for Sick Leave. This extension may be modified by the APCO as appropriate.

• While the local emergency related to COVID-19 is in effect, District employees may use any portion of their benefit time to take off from work for issues related to COVID-19 including but not limited to, school and/or daycare closures, and contracting COVID-19 or caring for loved ones who have contracted the virus.

• District employees who miss time from work because they have been medically diagnosed with COVID-19 will be placed on a Medical Leave of Absence without pay if they have exhausted their benefit time.

• District employees who are unable work because of COVID-19 impacts who have also exhausted all applicable leaves will be considered for layoff if they continue to be unable to work.

Temporary Accommodations and Changes to the Work Environment

At the APCO’s discretion, the District may close and/or limit in-person interactions with members of the public. The APCO may modify working conditions for COVID-19 “at-risk” employees (such as those over 65 years old, and individuals with serious underlying health condition) and other employees in the interest of employee health and safety during their work. To lessen work exposure and depending upon available District equipment, the District may employ any of the following methods:

• When job requirements and essential program functions permit, allow at-risk employees to work via either a part-time or full-time telecommuting arrangement, as determined by the APCO; or

• When job requirements and essential program functions permit work in the office, provide at-risk employees with safe social distance around work areas, limited exposure to public, etc.; or

• When job requirements, essential program functions, and operational logistics permit, allow employees to work via part-time or full-time telecommuting arrangement according to District policy; or

• Closing the District office to all non-employees (i.e. close the Front Office to public interaction) and encouraging the public to use all other possible communication methods (via phone, email, website, etc.) to continue accomplishing essential programs and to satisfy the public’s needs such as burn permits, asbestos permits, or other such items; or
- Closing the District office for a specified period of time, re-evaluated on an as-needed basis.

The District reserves the right to unilaterally extend or reduce the time period of any arrangements for all employees if deemed in the best interest of the health and safety of its employees. Additionally, the District may make any modifications consistent with District operational needs.
TO: All District Staff
FROM: Brian Wilson, APCO
SUBJECT: Temporary District Telecommuting Policy
DATE: March 18, 2020
EFFECTIVE: Effective March 17, 2020 through March 27, 2020, or until revised.

Description Summary

In response to the declaration of the Coronavirus (COVID-19) as a pandemic, the APCO may modify working conditions for "at-risk" employees as declared by the CDC, or superseding local order (currently - individuals over 65 years old and individuals with a serious underlying health condition) and other employees in the interest of employee health and safety. To lessen work exposure and depending upon available District equipment, the APCO may employ any of the following methods:

- When job requirements and essential program functions permit, allow at-risk employees to work via either a part-time or full-time telecommuting arrangement, as determined by the APCO; or

- When job requirements and essential program functions require work in the office, provide at-risk employees with safe social distance around work space, limited exposure to the public, etc.; or

- When job requirements, essential program functions, and operational logistics permit, allow employees to work via part-time or full-time telecommuting arrangement; or

- Allowing Supervisory approval for employees displaying less severe symptoms of respiratory illness an opportunity to telecommute until fully recovered.

The APCO reserves the right to unilaterally extend or reduce the time period of this arrangement for any employee as deemed necessary by the APCO in the interest of employee health and safety balanced with essential District operational needs. If the APCO makes any changes to this arrangement, the APCO will provide reasonable notice to affected employees.
Telecommuting Protocols and Expectations

All employees authorized to perform work through a temporary telecommuting arrangement, are obligated to comply with all job requirements and responsibilities in addition to all of the District’s rules, practices, instructions, applicable provisions, and policies. Additionally, employees are expected to comply with the following protocols and expectations for telecommuting:

Work Hours:

- During any temporary telecommuting arrangement, employees are expected to continue working their normal hours from their designated remote work location.
- The District’s typical work week is 37.5 hours, usually consisting of five 7.5-hour workdays, with typical business hours from 8:00 am to 4:30 pm, or 8:30 am to 5:00 pm. Depending on the employee’s activities, working hours may be adjusted by their supervisor and employees may be allowed or requested to start and end the workday at a time different than the typical District business hours, and/or participate in flex time. All employees are expected to take appropriate work breaks as required by law.
- Non-exempt employees, shall continue to log all hours worked, including all hours in which the non-exempt employee is being asked by their supervisor to be “on call,” meaning available to work on tasks that are assigned as needed; take appropriate work breaks; and seek approval of overtime from their supervisor prior to incurring any overtime hours.
- Any changes to an employee’s scheduled work time during this temporary telecommuting arrangement must be approved in advance by their supervisor.

Work Environment:

- Employees are responsible for ensuring a safe remote work environment.
- The employee is responsible for ensuring that their telecommuting location and facilities provide an adequate level of security to safeguard unauthorized access to District information and records.
- During this temporary telecommuting event all employees must have access to a computer and phone. Employees that do not have access to a computer should discuss this with supervisor.
- The District will not reimburse any expenses related to:
  - Insuring, remodeling, and furnishing the employee’s home workspace;
  - Household expenses or incidental residential utility costs, including but not limited to heat, electricity, internet and telephone service; and
  - The District accepts no responsibility for damage or repairs to employee-owned equipment or property.

Work Devices:

- Employees are prohibited from downloading any District data or information onto their personal devices (laptops, tablets, etc.). The California Public Records Act allows the public to request public records from any device where public work is carried out, Employees using personal electronic devices acknowledge the application of the Public Records Act.
Presently, employees are required to use District-issued devices. The APCO has discretion to allow an employee to use their own personal device(s) given special circumstances. In this case, employees should only store information on District-issued USB storage devices and should not store any District data or information on personal devices.

Employees shall access District files via email, Google Docs, or the District server via VPN, or other arrangement.

Communications:

- Supervisors shall work with employees to establish a reporting system that keeps the employee’s supervisor informed of the employee’s hours worked, daily activities, accomplishments, and duties on a daily basis.
- Professional conduct while performing District business from a location outside of District’s office will be held to the same standard as if the employee was in the office.
- All calls and emails shall be returned as promptly as would occur if the employee were working at the office.
- Employees shall maintain contact with their supervisor and colleagues on a reasonable basis during office hours via phone calls, Google Hangouts, or email.
- Meetings shall be conducted via conference call or use of Google Hangouts, Zoom Conferencing, Webex, or other approved online meetings or video conferencing applications.

Workers’ Compensation & Liability:

- Workers’ compensation benefits do not apply to injuries to third parties or members of the employee’s family on the employee’s premises.
- In the event of any job-related injury, an employee should report the incident to their supervisor and the District Human Resources Coordinator as soon as possible.
- The District is also not responsible for any injury or harm to an employee caused by the employee’s failure to maintain a safe remote work location.
- The District will not provide tax or legal guidance nor will the District assume any additional liability for telecommuting employees.

Abuse of Telecommuting Arrangement:

Disciplinary action for abuse of the telecommuting arrangement will be imposed in accordance with the District’s policies and procedures. Abuses may include, but are not limited to:

- Non-compliance with the telecommuting protocols and expectations outlined in this arrangement;
- The falsification of time records;
- Tardiness and absences from work without prior approval from supervisor; and
- Participation in non-work activities during scheduled telecommuting hours.
March 26, 2020

MEMORANDUM

SUBJECT: COVID-19 Implications for EPA’s Enforcement and Compliance Assurance Program

FROM: Susan Parker Bodine

TO: All Governmental and Private Sector Partners

As all of us at the U.S. Environmental Protection Agency adjust to the evolving COVID-19 pandemic, we are first and foremost mindful of the health and safety of the public, as well as our staff, and those of Federal Agencies, State and Local Governments, Tribes, Regulated Entities, Contractors, and Non-governmental Organizations. The agency must take these important considerations into account as we all continue our work to protect human health and the environment. Accordingly, we are announcing the following temporary policy regarding EPA enforcement of environmental legal obligations during this time.

The EPA will exercise the enforcement discretion specified below for noncompliance covered by this temporary policy and resulting from the COVID-19 pandemic, if regulated entities take the steps applicable to their situations, as set forth in this policy. For noncompliance that occurs during the period of time that this temporary policy is in effect, and that results from the COVID-19 pandemic, this policy will apply to such noncompliance in lieu of an otherwise applicable EPA enforcement response policy.

APPLICABILITY

This policy will apply retroactively beginning on March 13, 2020. Authorized states or tribes may take a different approach under their own authorities. The EPA will undertake to coordinate with other federal agencies in situations where the EPA shares jurisdiction over a regulated entity’s environmental compliance obligations.

The EPA will assess the continued need for and scope of this temporary policy on a regular basis and will update it if the EPA determines modifications are necessary. In order to provide fair and sufficient notice to the public, the EPA will post a notification here https://www.epa.gov/enforcement/enforcement-policy-guidance-publications, at least seven days prior to terminating this temporary policy.

The EPA will apply this policy to actions or omissions that occur while this policy is in effect even after the policy terminates.

SCOPE

At the EPA, we are cognizant of potential worker shortages due to the COVID-19 pandemic as well as
the travel and social distancing restrictions imposed by both governments and corporations or recommended by the Centers for Disease Control and Prevention to limit the spread of COVID-19. The consequences of the pandemic may affect facility operations and the availability of key staff and contractors and the ability of laboratories to timely analyze samples and provide results. As a result, there may be constraints on the ability of a facility or laboratory to carry out certain activities required by our federal environmental permits, regulations, and statutes. These consequences may affect reporting obligations and milestones set forth in settlements and consent decrees. Finally, these consequences may affect the ability of an operation to meet enforceable limitations on air emissions and water discharges, requirements for the management of hazardous waste, or requirements to ensure and provide safe drinking water. These are very distinct situations that the EPA plans to manage differently, as described below.

The enforcement discretion described in this temporary policy do not apply to any criminal violations or conditions of probation in criminal sentences. Appropriate consideration of potential criminal liability is discussed separately, below.

This policy does not apply to activities that are carried out under Superfund and RCRA Corrective Action enforcement instruments. Such matters will be addressed in a separate communication.

This policy does not apply to imports. We also are especially concerned about pesticide products entering the United States, or produced, manufactured, distributed in the United States, that claim to address COVID-19 impacts. The agency expects to focus on ensuring compliance with requirements applicable to these products to ensure protection of public health. Information relating to FIFRA import requirements can be found here: https://www.epa.gov/compliance/importing-and-exporting-pesticides-and-devices. This website will be updated to provide information on how to submit information via email, as may be necessary during the COVID-19 pandemic.

Finally, we realize that the general statements contained in this policy may not address every potential civil violation that may arise as a result of COVID-19. As such, the EPA may provide additional enforcement guidance applicable to specific programs on an ongoing basis and the EPA’s self-disclosure program remains available.¹

**ENFORCEMENT DISCRETION**

I. **Civil Violations**

A. **General conditions**

All enforcement discretion set forth in this temporary policy is conditioned on the following.

1. Entities should make every effort to comply with their environmental compliance obligations.

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¹ Regulated entities who voluntarily discover, promptly disclose, expeditiously correct, and take steps to prevent recurrence of potential violations may be eligible for a reduction or elimination of any civil penalties that otherwise might apply. Most violations can be disclosed and processed via the EPA’s automated online “eDisclosure” system (see https://www.epa.gov/compliance/epas-edisclosure). To learn more about the EPA’s violation disclosure policies, including conditions for eligibility, please review the EPA’s Audit Policy website at https://www.epa.gov/compliance/epas-audit-policy. Many states also offer incentives for self-policing; please check with the appropriate state agency for more information.
2. If compliance is not reasonably practicable, facilities with environmental compliance obligations should:
   a. Act responsibly under the circumstances in order to minimize the effects and duration of any noncompliance caused by COVID-19;
   b. Identify the specific nature and dates of the noncompliance;
   c. Identify how COVID-19 was the cause of the noncompliance, and the decisions and actions taken in response, including best efforts to comply and steps taken to come into compliance at the earliest opportunity;
   d. Return to compliance as soon as possible; and
   e. Document the information, action, or condition specified in a. through d.

B. Routine compliance monitoring and reporting by regulated entities

The consequences of the pandemic may constrain the ability of regulated entities to perform routine compliance monitoring, integrity testing, sampling, laboratory analysis, training, and reporting or certification.

Entities should use existing procedures to report noncompliance with such routine activities, such as pursuant to an applicable permit, regulation or statute. If no such procedure is applicable, or if reporting is not reasonably practicable due to COVID-19, regulated entities should maintain this information internally and make it available to the EPA or an authorized state or tribe upon request. In general, the EPA does not expect to seek penalties for violations of routine compliance monitoring, integrity testing, sampling, laboratory analysis, training, and reporting or certification obligations in situations where the EPA agrees that COVID-19 was the cause of the noncompliance and the entity provides supporting documentation to the EPA upon request.

After this policy is no longer in effect, the EPA expects full compliance going forward. In general, absent exigent circumstances, the EPA does not plan to ask facilities to “catch-up” with missed monitoring or reporting if the underlying requirement applies to intervals of less than three months. For other monitoring or reports, such as those required on a bi-annual or annual basis, when this policy is no longer in effect, the EPA expects facilities to take reasonable measures to resume compliance activities as soon as possible, including conducting late monitoring or submitting late reports. In some programs, there are sections or codes in the reporting form in which a facility may indicate why it has not conducted the required sampling and monitoring, and the EPA encourages facilities to include such information when submitting any late reports.

Many training classes are offered on-line and such on-line training generally should not be affected by

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2 If affected by COVID-19, this category may include, for example, CEMS and stack tests, relative accuracy test audits, LDAR monitoring, fence line monitoring, RICE readings and monitoring, tank and piping inspections, assessments, or stormwater inspections.
3 If affected by COVID-19, this category may, for example, include tank integrity testing (e.g., API 653) for compliance with certain “good air pollution control practices.”
4 If affected by COVID-19, this category may include, for example, effluent sampling and testing, as well as cooling tower sampling.
5 If affected by COVID-19, this category may include, for example, laboratory holding times and turn-around times.
6 If affected by COVID-19, this category may include, for example, SPCC training, hazardous waste trainings, CAA section 129 renewals, and other annual re-certifications.
7 If affected by COVID-19, this category may include, for example, reports and certifications associated with delayed activities described above, and late reports under permit or other regulatory obligations, including TRI and greenhouse gas inventory reporting.
travel and social distancing constraints. If practicable, sectors mandated to function with certified operators should maintain normal certification and training practices. If not practicable due to the COVID-19 pandemic, the EPA believes that it is more important to keep experienced, trained operators on the job, even if a training or certification is missed.

If a submission to the EPA requires a “wet” signature of a responsible official, the EPA will accept a digital or other electronic signature. The mere inability to obtain a “wet” signature will not be considered a justification for failure to make a paper submission or certification. We strongly encourage the regulated community use the EPA’s approved electronic reporting mechanisms. For enforcement purposes, the EPA also will accept emailed submissions even if a paper original is required.

C. Settlement agreement and consent decree reporting obligations and milestones

1. With respect to EPA administrative settlement agreement reporting obligations and milestones, if, as a result of COVID-19, parties to such settlement agreements anticipate missing enforceable milestones set forth in those documents, parties should utilize the notice procedures set forth in the agreement, including notification of a force majeure, as applicable. For EPA administrative settlement agreements, the EPA intends to treat routine compliance monitoring, integrity testing, sampling, laboratory analysis, training, and associated reporting or certification obligations in the manner described above and will generally not seek stipulated or other penalties for noncompliance with such obligations. The notification should provide the information required by the agreement, which typically will include steps taken to minimize the effects and duration of any noncompliance caused by COVID-19, as well as the information specified under subpart A, above. EPA staff will review these notifications and may contact a party to seek adjustments to a proposed plan of action, pursuant to the agreement.

2. With respect to consent decrees entered into with the EPA and the U.S. Department of Justice, these documents are agreements and court orders. EPA staff will coordinate with DOJ to exercise enforcement discretion with regard to stipulated penalties for the routine compliance obligations described in paragraph 1 and will also consult with any co-plaintiffs to seek agreement to this approach. Courts retain jurisdiction over consent decrees and may exercise their own authority. Parties should utilize the notice procedures set forth in the consent decree, including notification of a force majeure, as applicable, with respect to any noncompliance alleged to be caused by COVID-19.

3. Parties should proceed as proposed in their notice to the EPA (and to DOJ for consent decrees) unless and until contacted by the agency (if an EPA administrative settlement) or DOJ (if a judicial consent decree).

D. Facility operations

The EPA expects all regulated entities to continue to manage and operate their facilities in a manner that is safe and that protects the public and the environment.

1. Facilities should contact the appropriate implementing authority (EPA region, authorized state, or tribe) if facility operations impacted by the COVID-19 pandemic may create an acute risk or an imminent threat to human health or the environment. Even in authorized programs, the EPA strongly encourages facilities, states, and tribes to consult with their EPA regional office on acute risks and imminent threats. If an entity contacts the EPA due to noncompliance that could result in an acute risk or an imminent threat to human health or the environment, the EPA will act as follows.
a. The EPA’s first step will be to consult with the state or tribe, if an authorized program, to
discuss measures to minimize or prevent the acute or imminent threat to health or the
environment from the COVID-19-caused noncompliance. State or tribal permits or
regulations may have provisions that address the situation and result in a return to
compliance. Consultation with authorized states or tribes will proceed in accordance with
the July 11, 2019 memorandum on *Enhancing Effective Partnerships Between EPA and
States in Civil Enforcement and Compliance Assurance Work.*

b. In cases where the EPA implements the program directly:
   i. The EPA regional office will evaluate whether an applicable permit, statutory, or
      regulatory provision addresses the situation. The EPA’s Office of Enforcement
      and Compliance Assurance (OECA) will work with program offices on
      nationwide issues that may arise.
   ii. If there is no permit/regulatory provision that addresses the situation, the EPA
      will work with the facility to minimize or prevent the acute or imminent threat to
      health or the environment from the COVID-19-caused noncompliance and obtain
      a return to compliance as soon as possible.
   iii. The EPA will inform the relevant state or tribe of any acute threats and actions
      taken in response to the noncompliance.
   iv. The EPA will consider the circumstances, including the COVID-19 pandemic,
      when determining whether an enforcement response is appropriate.

2. If a facility suffers from **failure of air emission control or wastewater or waste treatment
   systems or other facility equipment** that may result in exceedances of enforceable limitations
   on emissions to air or discharges to water, or land disposal, or other unauthorized releases, the
   facility should notify the implementing authority (EPA regional office or authorized state or
   tribe) as quickly as possible. The notification also should include information on the pollutants
   emitted, discharged, discarded, or released; the comparison between the expected emissions or
   discharges, disposal, or release and any applicable limitation(s); and the expected duration and
   timing of the exceedance(s) or releases. The EPA will consult with authorized states or tribes, as
   applicable, in accordance with the July 11, 2019 memorandum on *Enhancing Effective
   Partnerships Between EPA and States in Civil Enforcement and Compliance Assurance Work* to
determine the appropriate response. Where the EPA implements the program directly, the EPA
will evaluate whether the risk posed by the exceedance, disposal, or release is acute or may
create an imminent threat to human health or the environment and will follow the steps set forth
under paragraph 1.b. above.

3. If facility operations result in **noncompliance are not already addressed by the EPA above,**
regulated entities should take the steps identified under Part I.A. The EPA will consider the
circumstances, including the COVID-19 pandemic, when determining whether enforcement
response is appropriate.

4. If a facility is a **generator of hazardous waste** and, due to disruptions caused by the COVID-19
pandemic, is unable to transfer the waste off-site within the time periods required under RCRA
to maintain its generator status, the facility should continue to properly label and store such
waste and take the steps identified under Part I.A, above. If these steps are met, as an exercise of
enforcement discretion, the EPA will treat such entities to be hazardous waste generators, and
not treatment, storage and disposal facilities. In addition, as an exercise of enforcement
discretion, the EPA will treat Very Small Quantity Generators and Small Quantity Generators as
retaining that status, even if the amount of hazardous waste stored on site exceeds a regulatory volume threshold due to the generator’s inability to arrange for shipping of hazardous waste off of the generator’s site due to the COVID-19 pandemic.

5. If a facility is an animal feeding operation, and, due to disruptions caused by the COVID-19 pandemic, is unable to transfer animals off-site and, solely as a result of the pandemic, meets the regulatory definition of concentrated animal feeding operation (CAFO), as an exercise of enforcement discretion, the EPA will not treat such animal feeding operations as CAFOs (or will not treat small CAFOs as medium CAFOs, or medium CAFOs as large CAFOs). To receive this enforcement discretion an operation must take the steps identified under Part I.A, above.

E. Public water systems regulated under the Safe Drinking Water Act

Public water systems have a heightened responsibility to protect public health because unsafe drinking water can lead to serious illnesses and access to clean water for drinking and handwashing is critical during the COVID-19 pandemic. Accordingly, the EPA has heightened expectations for public water systems. The EPA expects operators of such systems to continue normal operations and maintenance as well as required sampling to ensure the safety of our drinking water supplies. The EPA expects laboratories performing analysis for water systems to continue to provide timely analysis of samples and results. States play the lead role on drinking water issues, but the EPA also has important drinking water enforcement and oversight responsibilities, including direct implementation responsibilities in some locations.

In the event of worker shortages in the water sector, the EPA will consider continued operation of drinking water systems to be the highest priority. In anticipation of worker shortage and laboratory capacity problems, the EPA considers the following tiers of compliance monitoring to assure the safety of our drinking water supplies and prioritize prevention of acute risks. Of highest priority is monitoring required under National Primary Drinking Water Regulations to protect against microbial pathogens. Additional priorities include nitrate/nitrite and Lead and Copper Rule monitoring followed by contaminants for which the system has been non-compliant. States may wish to adopt similar priorities.

The EPA is working closely with our federal partners, states, and other organizations to ensure resources and personnel are available to assist facilities facing staffing and contractor challenges during this period of COVID-19 response and the Office of Water plans to launch a website with this information. Accordingly, the EPA strongly encourages public water systems to consult with the state and EPA regional offices without delay if issues arise that prevent the normal delivery of safe drinking water and encourages states to continue to work closely with the EPA on measures to address the potential impacts of COVID-19. The EPA also encourages certified drinking water laboratories to consult with the state and the EPA if issues arise that prevent laboratories from conducting analyses of drinking water contaminants.

The EPA will consider the circumstances, including the COVID-19 pandemic, when determining whether any enforcement response is appropriate at public water systems acting in accordance with this subpart.

F. Critical infrastructure

In situations where a facility is essential critical infrastructure, the EPA may consider a more tailored short-term No Action Assurance, with conditions to protect the public, if the EPA determines it is in the
public interest. Such determinations are made by the OECA Assistant Administrator on a case-by-case basis. The EPA will consider essential the facilities that employ essential critical infrastructure workers as determined by guidance issued by the Cybersecurity and Infrastructure Security Agency.

II. **State Oversight**

The EPA will continue State Review Framework reviews, and other state program oversight, as practicable, taking into consideration priority work in response to COVID-19. Until such time as dictated by travel and social distancing restrictions, the EPA believes states should take into account the safety and health of their inspectors and facility personnel and use discretion when making decisions to conduct routine inspections, notwithstanding any applicable compliance monitoring strategy. The EPA will take the COVID-19 pandemic into consideration in any review of a state compliance and enforcement program, such as the State Review Framework.

III. **EPA Actions**

During the pendency of the current COVID-19 exigency, the EPA expects to focus its resources largely on situations that may create an acute risk or imminent threat to public health or the environment, to ensure protection against such risks or threats. All ongoing enforcement matters are continuing.

IV. **Accidental Releases**

Nothing in this temporary policy relieves any entity from the responsibility to prevent, respond to, or report accidental releases of oil, hazardous substances, hazardous chemicals, hazardous waste, and other pollutants, as required by federal law, or should be read as a willingness to exercise enforcement discretion in the wake of such a release.

V. **Criminal Violations**

The considerations described above apply to the vast majority of people and businesses who are making good faith efforts to comply with their obligations in this difficult time. Federal environmental statutes generally authorize criminal penalties for knowing conduct that violates the law. In screening cases to determine when to seek prosecutorial assistance from DOJ, the EPA will distinguish violations that facilities know are unavoidable as a result of COVID-19 restrictions from violations that are the result of an intentional disregard for the law. EPA’s Criminal Investigative Division remains vigilant and is prepared to pursue violators who demonstrate a criminal *mens rea*.

This temporary policy makes EPA offices and the EPA’s governmental and private sector partners, as well as the general public, aware of how the EPA intends to exercise its enforcement discretion with respect to certain compliance situations during the exigencies of the COVID-19 pandemic. This memorandum does not alter any provision of any statute or regulation that contains legally binding requirements, and it is not itself a regulation.
Message from Chair Mary D. Nichols and Executive Officer Richard W. Corey on CARB’s response to COVID-19

In response to the evolving COVID-19 situation, the California Air Resources Board (CARB) is retooling our workplace to be able to fulfill our mission while protecting public health and the health of our employees. We would like to acknowledge our team for their professionalism, humanity, and flexibility. Each of us at CARB is committed to do everything we can to ensure the continuity of operations throughout this difficult time.

We are following the guidance and recommended actions provided by the California Department of Public Health to keep ourselves and our communities safe. Through March, we have postponed large public gatherings, including Board hearings and symposia, and we will be modifying all other meetings by continuing to provide remote participation options and using best practices, including social distancing, if an in-person meeting is necessary. Workshop and workgroup notices will contain information specific to that meeting.

Internally, we are quickly implementing processes to minimize disruptions to CARB’s workflow, although some delays are inevitable. Our focus is to ensure business continuity at CARB, including proposing new and implementing existing regulations, enforcement, grant administration and invoice processing. In addition, many of our staff will be teleworking through the end of April. We will continue to evaluate the situation as it evolves.

CARB’s regulations continue to be in effect and deadlines apply. If you have questions or concerns regarding CARB’s regulations or programs, please reach out to the assigned program contact but keep in mind that staff may be teleworking, so email will be the most expeditious way to make contact. If you need help identifying the appropriate contact, please visit CARB’s website.

Board members and staff at CARB are committed to advancing our clean air mission and our core values of service, accountability and excellence in everything that we do.

Finally, we want to thank you for your patience. As new information about Board hearing and meetings becomes available, we will share that through normal channels.

Sincerely,

Mary D. Nichols, Chair
Richard W. Corey, Executive Officer
Agenda Item: 8
Agenda Item: 9