

**North Coast Unified
Air Quality Management District**
707 L Street, Eureka, CA 95501
(707) 443-3093
www.ncuaqmd.org



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

Thursday, March 21, 2024 at 10:00 AM,
NCUAQMD District Office
707 L Street, Eureka, CA 95501

AGENDA

- | | | |
|----|---------------------------------------|--------------------|
| 1. | 10:00 A.M. Call to Order | Board Chair |
| 2. | Roll Call | Clerk |
| 3. | Changes or Deletions to Agenda | Board Chair |

CONSENT AGENDA

- | | | |
|-----|--|--------------------|
| 4. | Consider Approving the Consent Agenda, Items for action, 4.1 through 4.6: The Board may approve the Consent Agenda by single motion in whole or in part with or without further discussion.
<u>Action Requested:</u> Approve Consent Agenda Items 4.1 through 4.6. | Board Chair |
| 4.1 | By Consent, Approve Minutes of November 9, 2023 Board Meeting | |
| 4.2 | By Consent, Accept and File District Activity Report | |
| 4.3 | By Consent, Approve Amendment No.4 to Employment Agreement with Brian Wilson for Air Pollution Control Officer | |
| 4.4 | By Consent, Accept and File SDRMA Acknowledgement Award Correspondence | |

- 4.5 By Consent, Accept and File CSDA Board of Directors Call for Nomination
- 4.6 By Consent, Authorize Transfer of Air Monitoring Grant Funding From Reserve Fund for Expenditure in the FY 2023-24 Budget

REGULAR AGENDA

- | | | |
|-----|---|-------------|
| 5. | Public Comment Period (pursuant to Government Code section 54954.3(a)) | Board Chair |
| 6. | Election of Officers
<u>Action Requested:</u> Hold Election for Chair and Vice-Chair for the 2024 Calendar Year | Board Chair |
| 7. | Update on Hearing Board Vacancies
<u>Action Requested:</u> Accept and File | APCO |
| 8. | Increase District X-Factor by Consumer Price Index
<u>Action Requested:</u> Approve Resolution 2024-1: Increase District X-Factor by Consumer Price Index (CPI) | APCO |
| 9. | Grant Agreement with CARB for Woodsmoke Reduction Program
<u>Action Requested:</u> Authorize APCO to Enter into a Grant Agreement with CARB for the Woodsmoke Reduction Program, Adopt Resolution 2024-2: State Woodsmoke Reduction Program Grant Agreement Year 4, and to Accept and Spend Grant Funds | APCO |
| 10. | APCO Report | APCO |
| 11. | Board Member Reports | Board Chair |
| 12. | Adjournment | Board Chair |

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
Changes & Deletions
to the Agenda

Agenda Item: 4

Consent Agenda

Agenda Item: 4.1

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**Minutes of the Special Meeting of the North Coast
Unified Air Quality Management District Governing
Board of Directors Meeting of
November 9, 2023**

The meeting was called to order by Chair Chris Howard at 10:04 AM at the NCUAQMD District Office: 707 L Street, Eureka, CA.

The meeting location was made available to the public.

MEMBERS PRESENT:

Rex Bohn	Humboldt County Supervisor
Dan Frasier	Trinity County Supervisor
Chris Howard	Del Norte County Supervisor
Mike Wilson	Humboldt County Supervisor

MEMBERS ABSENT:

Alexandra Stillman	City of Arcata Councilmember
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STAFF PRESENT:

Brian Wilson	APCO
Jason Davis	Deputy APCO
Debra Harris	Burn Program Coordinator
Erin Squire	Clerk of the Board

OTHERS PRESENT:

Nancy Diamond	District Counsel
Dean Hunt	Member of the Public
Jeff Stackhouse	Member of the Public
Ross Dollarhide	Member of the Public
Yana Valachovic	Member of the Public
Reid Cody	Member of the Public

Agenda Item 1: Call to Order

Agenda Item 2: Roll Call

Agenda Item 3: Changes or Deletions to the Agenda

There were no changes or deletions to the Agenda.

Agenda Item 4: Consider Approving the Consent Agenda

4.1: Approve Minutes of the July 20, 2023 Board Meeting

4.2: By Consent, Accept and File District Activity Report

4.3: By Consent, Approve OE3 Successor MOU, 2023-2024

A motion offered by Supervisor Frasier duly seconded by Supervisor Bohn to Adopt Consent Agenda Items 4.1-4.3, is hereby APPROVED by the North Coast Unified Air Quality Management District Board of Directors on this 9th day of November 2023, by the following votes:

UNANMIOUS PASS by the following vote:

Ayes:	Supervisor Bohn, Supervisor Frasier, and Supervisor Howard (3)
Nays:	None (0)
Abstain:	None (0)
Absent:	Councilmember Stillman and Supervisor Wilson (2)

There was no public comment.

Agenda Item 5: Closed Session: Conference for Labor Negotiation

The Board Chair requested Agenda Item 5 to be moved after Agenda Item 8.

Agenda Item 6: Public Comment Period

There was no Public Comment

Agenda Item 7: Calendar of Meetings 2024

Board Members requested changes to the proposed dates for the September and November meetings.

A motion offered by Supervisor Fraiser duly seconded by Supervisor Bohn to Adopt Calendar of Meetings for 2024 With the Discussed Changes, is hereby APPROVED by the North Coast Unified Air Quality Management District Board of Directors on this 9th day of November 2023, by the following votes:

UNANMIOUS PASS by the following vote:

Ayes:	Supervisor Bohn, Supervisor Frasier, and Supervisor Howard (3)
Nays:	None (0)
Abstain:	None (0)
Absent:	Councilmember Stillman and Supervisor Wilson (2)

There was no public comment.

Agenda Item 8: Discuss Stakeholder Comments Regarding District Burn Permit & Smoke Management Program

The Board Chair opened the discussion asking for public input for the District Burn Permit and Smoke Management Program. Comments were not limited to five minutes as this item was to be considered an open public forum.

Supervisor Wilson joined the meeting at 10:20 AM

Members of the public in attendance that provided comments included:

- Dean Hunt, Private Land Owner
- Jeff Stackhouse, UC Cooperative
- Ross Dollarhide, CALFIRE
- Yana Valachovic, UC Cooperative
- Reid Cody, Humboldt County Resource Conservation District & Green Diamond Resource Company

District staff present at the meeting provided additional comments.

Supervisor Howard left the meeting at 11:30 AM and rejoined at 11:34 AM.

Supervisor Bohn left the meeting at 12:00 PM and rejoined at 12:03 PM.

The Board directed Staff to continue to work with Jeff Stackhouse & Yana Valachovic from the UC Cooperative to identify key issues and opportunities for shared learning. Once a list of key issues are identified through a continuation of workshops for interested stakeholders, these issues will be brought back to the Board. The workshops will not take place during board meetings and the UC Cooperative will take the lead on coordination.

The Board Chair directed Staff to look into potential opportunities for funding to help with staff and capacity issues.

Supervisor Wilson exited the meeting at 12:15 PM

Agenda Item 5: Closed Session: Conference for Labor Negotiation

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

The Board adjourned to Closed Session at 12:15 PM and reconvened at 12:25 PM

District Counsel Diamond provided the following Report Out from Closed Session:

- The Board has completed the evaluation
- The APCO Contract will be extended another three years pursuant to an Open Session item at the following meeting

There was no Public Comment

Agenda Item 9: Board Member Reports

There were no Board Member Reports

Agenda Item 10: Adjournment

The Governing Board Meeting was adjourned at 12:26 PM.

Clerk of the Board Certification:

I hereby certify the foregoing to be a full, true, and correct original record of the above-entitled meeting of the North Coast Unified Air Quality Management District Board of Directors held at the above date and time.


ERIN SQUIRE
Clerk of the Board

3/15/24
Date

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

**North Coast Unified
Air Quality Management District**
707 L Street, Eureka, CA 95501
(707) 443-3093
www.ncuagmd.org



TO: North Coast Unified Air Quality Management District Board

FROM: Brian Wilson, APCO

SUBJECT: District Activity & Air Quality Monitoring Report

DATE: March 21, 2024

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 and a air quality monitoring report for the most recent period.

2023 Activity Report

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Totals	2022 Totals
Complaint Responses - General	1	1	1	4	4	0	3	3	0	3	3	0	23	37
Complaint Responses - Open Burning	18	9	8	14	17	15	18	10	9	21	9	7	155	195
Permissive Burn Days	31	28	31	30	31	30	22	16	6	31	30	31	317	346
Non-Permissive Burn Days ("No Burn Day")	0	0	0	0	0	0	9	15	24	0	0	0	48	19
Permissive Burn Days (%)	100%	100%	100%	100%	100%	100%	71%	52%	20%	100%	100%	100%	87%	95%
Standard (Residential) Burn Permits Issued	637	359	167	291	259	100	34	16	13	132	75	14	2,097	2,631
Non-Standard Burn Permits Issued	575	264	179	241	190	67	25	10	14	93	74	25	1,757	2,634
"No Burn Day" Permits Issued	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Smoke Management Plans (SMP) Reviewed	4	9	9	4	3	2	0	1	5	8	9	11	65	111
SMP Burn Authorizations Issued	113	262	24	112	87	49	13	0	6	117	341	229	1,353	1,114
Acres Authorized	1,162	3,183	91	792	96	228	103	0	416	4626	8544	3478	22,719	13,297
Stationary Source Permits Issued (new)	0	1	5	5	3	14	28	2	0	0	0	0	58	67
Stationary Source Permits Issued (amended)	0	0	0	0	0	0	0	0	0	0	0	0	0	13
Stationary Source Permit Apps. Received	4	5	3	4	2	6	1	4	3	2	1	3	38	62
Stationary Source De minimus Determination	0	0	1	0	1	2	2	0	0	0	0	2	8	6
Inspections - Major Sources	0	2	17	7	6	3	6	16	9	3	2	1	72	15
Inspections - Minor Sources	29	23	35	16	36	38	10	37	25	45	32	10	336	495
Inspections - Mobile Sources	0	0	1	9	2	0	1	16	0	0	2	0	31	1
Inspections - Asbestos	0	1	0	3	1	1	1	0	1	1	1	2	12	2
Asbestos Notifications Processed	11	10	13	5	9	11	10	5	15	8	5	9	111	73
Notice(s) of Violation (NOVs) Issued	11	13	19	5	22	11	12	8	7	12	2	9	131	122
Environmental Documents Reviewed	2	3	3	4	5	3	5	8	10	4	8	5	60	34
Grants Paid: Woodstove	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Grants Paid: Moyer	0	0	0	1	0	0	1	2	2	1	0	2	9	2
Grants Paid: FARMER	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants Paid: Rural School Bus	1	2	0	1	0	2	1	2	0	0	1	1	11	21

2024 Activity Report

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Totals	2023 Totals
Complaint Responses - General	1	1											2	37
Complaint Responses - Open Burning	4	8											12	195
Permissive Burn Days	31	29											60	346
Non-Permissive Burn Days ("No Burn Day")	0	0											0	19
Permissive Burn Days (%)	100%	100%											100%	95%
Standard (Residential) Burn Permits Issued	437	238											675	2,631
Non-Standard Burn Permits Issued	440	233											673	2,634
"No Burn Day" Permits Issued	0	0											0	0
Smoke Management Plans (SMP) Reviewed	13	6											19	111
SMP Burn Authorizations Issued	141	76											217	1,114
Acres Authorized	2,062	427											2,489	13,297
Stationary Source Permits Issued (new)	0	0											0	67
Stationary Source Permits Issued (amended)	0	0											0	13
Stationary Source Permit Apps. Received	4	5											9	62
Stationary Source De minimus Determination	2	2											4	6
Inspections - Major Sources	1	1											2	15
Inspections - Minor Sources	51	59											110	495
Inspections - Mobile Sources	1	3											4	1
Inspections - Asbestos	1	0											1	2
Asbestos Notifications Processed	8	4											12	73
Notice(s) of Violation (NOVs) Issued	1	5											6	122
Environmental Documents Reviewed	4	5											9	34
Grants Paid: Woodstove	0	0											0	2
Grants Paid: Moyer	0	1											1	2
Grants Paid: FARMER	0	0											0	0
Grants Paid: Rural School Bus	3	3											6	21
Public Records Requests Received	6	5											11	58

NCUAQMD Air Quality Monitoring Report

March 2024

The following information summarizes ambient air quality data with respect to applicable State and Federal Ambient Air Quality Standards (AAQS) for the period of October-November 2023.

Air Monitoring Data Summary

PM₁₀ AAQS:

- 1) State PM₁₀ 24-hour AAQS -
 - No exceedances were recorded during this period.
- 2) Federal PM₁₀ 24-hour AAQS -
 - No exceedances were recorded during this period.

PM_{2.5} AAQS:

- 1) State PM_{2.5} 24-hour AAQS -
 - No exceedances were recorded during this period.
- 2) Federal PM_{2.5} 24-hour AAQS –
 - No exceedances were recorded during this period.

Gaseous Pollutant AAQS:

- a) Ozone (O₃) -
 - There were no State or Federal AAQS exceedances recorded during this period.
- b) Nitrogen Dioxide (NO₂) -
 - There were no State or Federal AAQS exceedances recorded during the period.
- c) Sulfur Dioxide (SO₂) -
 - There were no State or Federal AAQS exceedances recorded during the period.

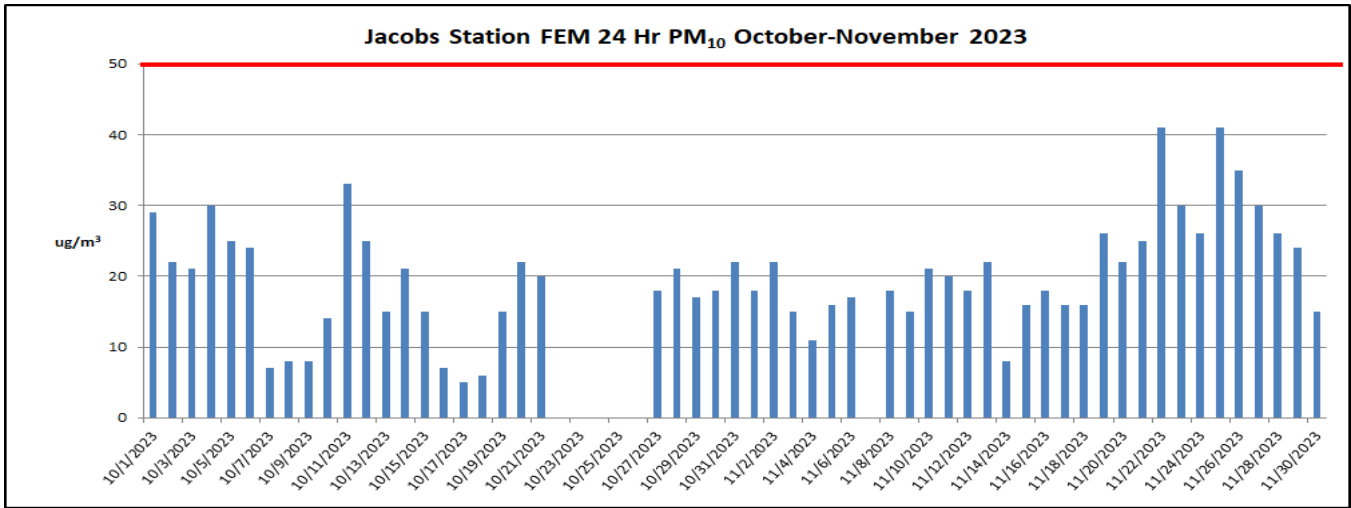
Particulate Matter (PM) Levels in Relation to State Ambient Air Quality Standards (AAQS):

(Excluding data which is undergoing Exceptional Event Exclusion Determination)

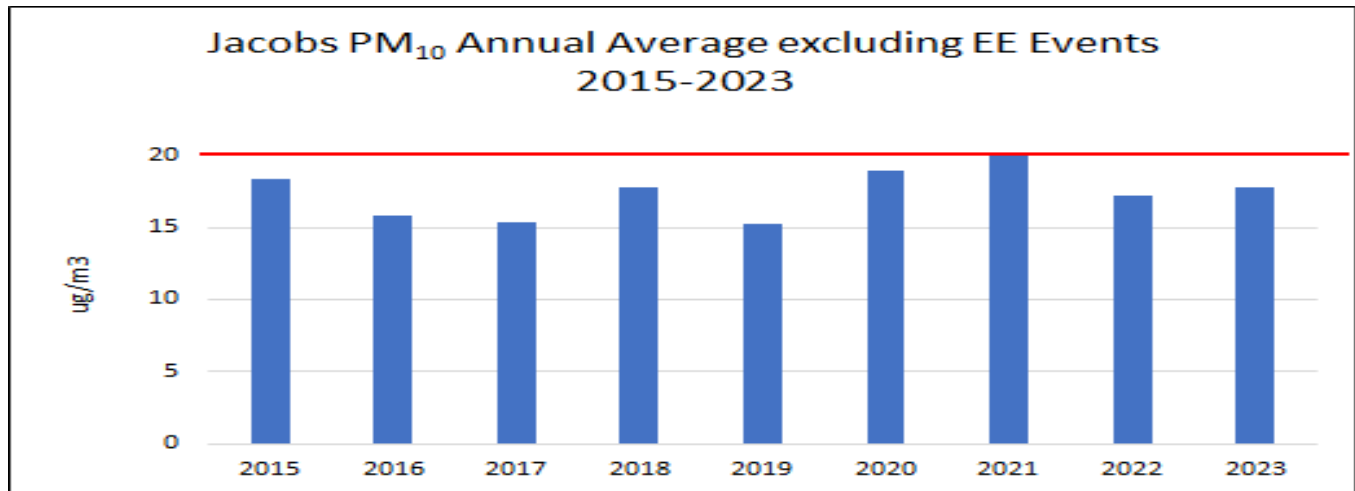
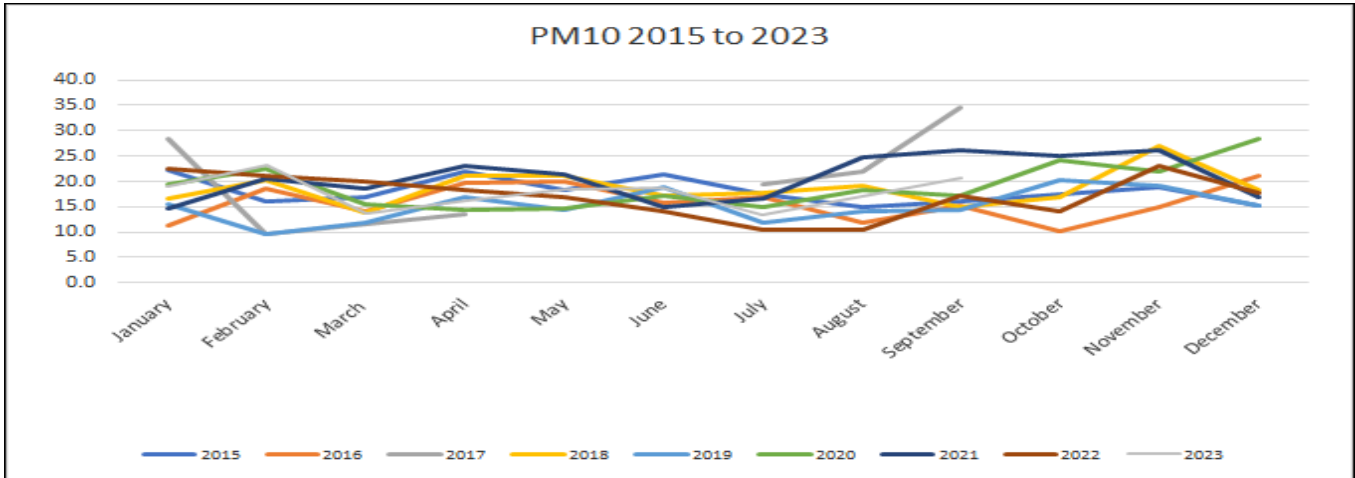
Period of October-November 2023	Air Monitoring Station		
	Jacobs	Crescent City	Weaverville
PM ₁₀ 24-hour Average Max	82%	N/A	N/A
PM ₁₀ Rolling Arithmetic Mean	90%	N/A	N/A
PM _{2.5} 24-hour Average (FRM) Max	56%	N/A	N/A
PM _{2.5} Rolling Arithmetic Mean (FRM)	56%	N/A	N/A
PM _{2.5} 24-hour Average (Non-FEM) Max	N/A	37%*	129%*
PM _{2.5} Rolling Arithmetic Mean (non-FEM)	N/A	52%*	63%*
<i>* Instrument not used for Federal Attainment Designation</i>			

PM₁₀ Data and Trends:

Eureka, Humboldt County



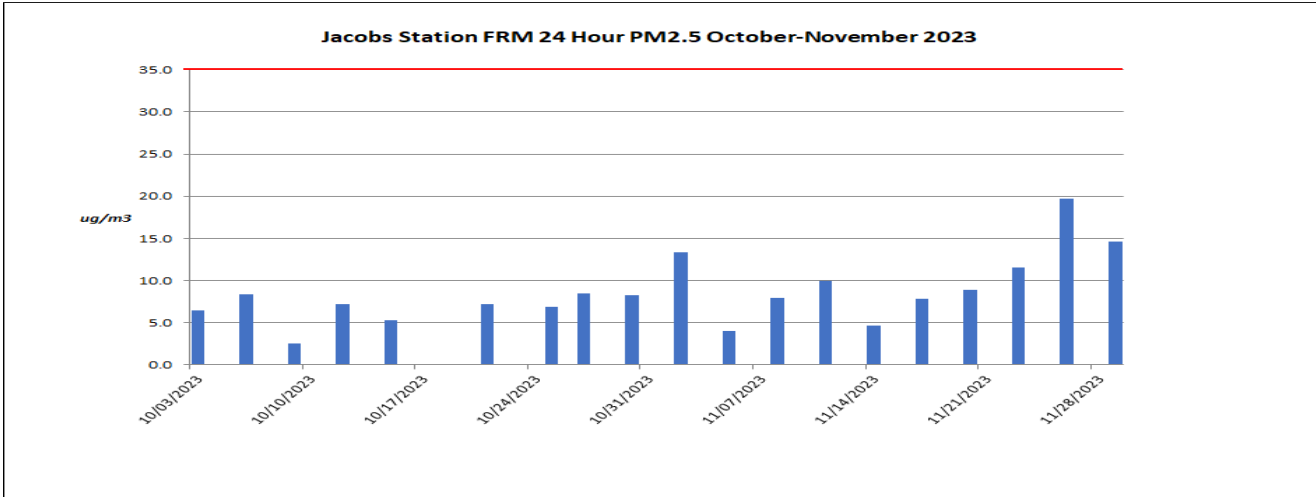
- State PM₁₀ 24-Hour AAQS is 50 ug/m³; Federal PM₁₀ 24-Hour AAQS is 150 ug/m³.
- State PM₁₀ Annual Arithmetic Mean AAQS is 20 ug/m³; There is no separate Federal PM₁₀ annual standard.
- Humboldt County is classified as non-attainment for the State PM₁₀ AAQS



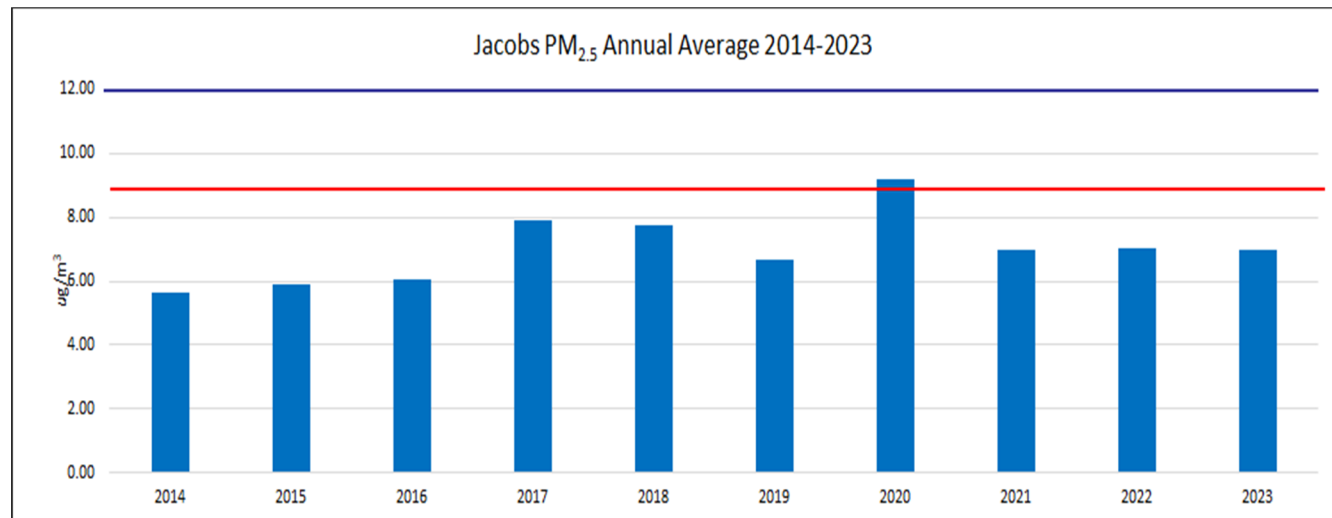
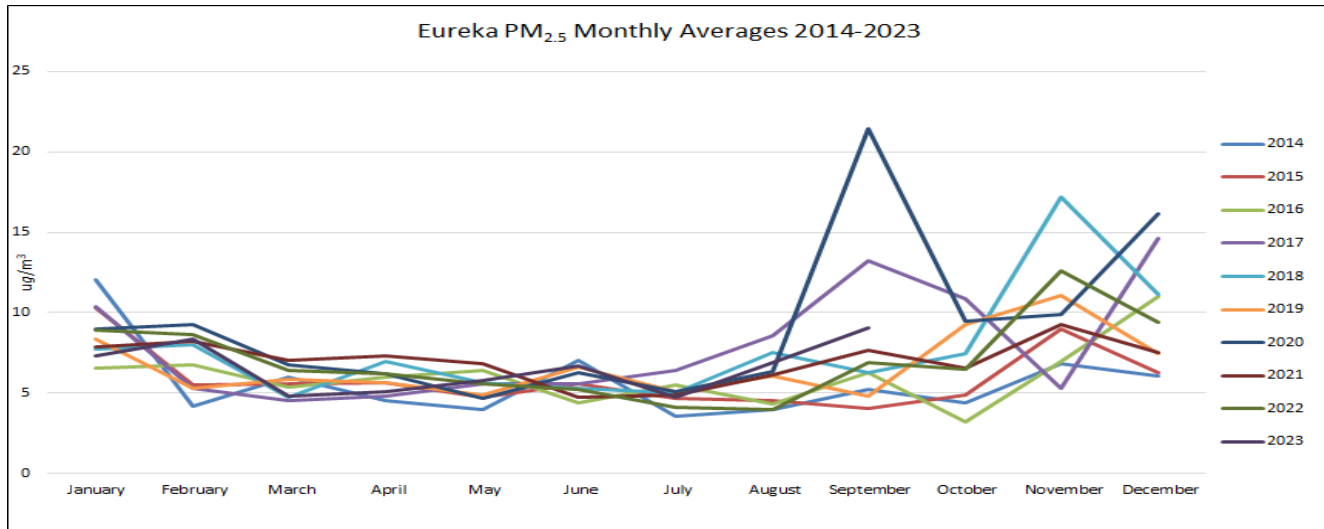
- State PM₁₀ Annual Arithmetic Mean AAQS is 20 ug/m³; There is no separate Federal PM₁₀ annual standard.

PM2.5 Data and Trends:

Eureka, Humboldt County

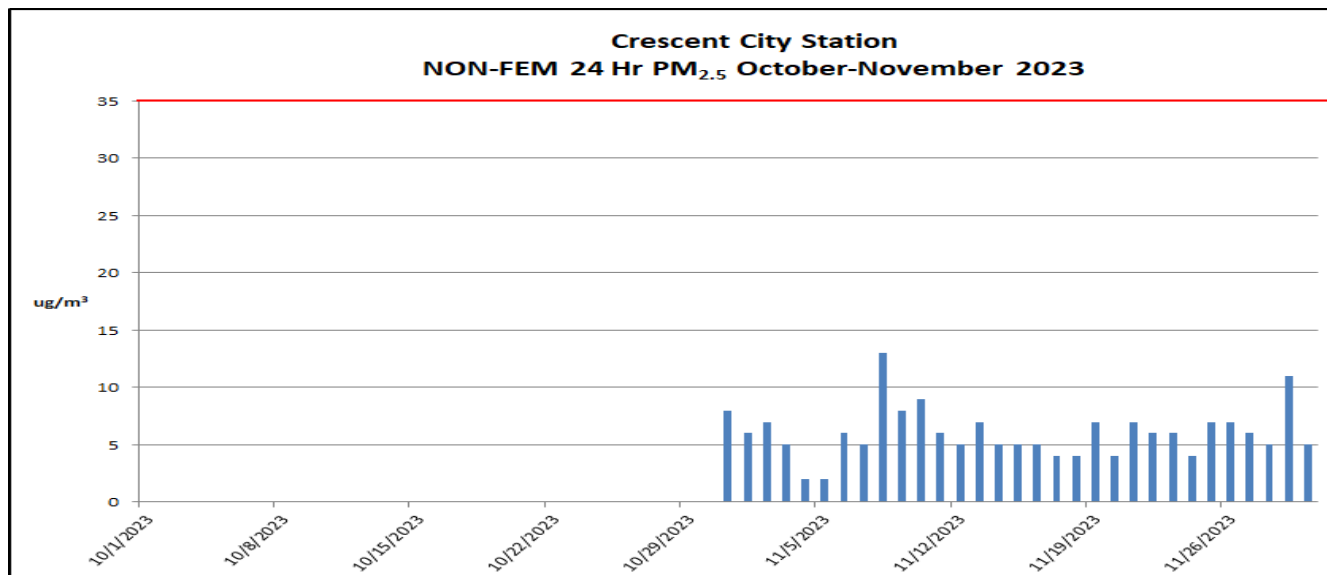


- Federal PM_{2.5} 24-Hour AAQS is 35 ug/m³; There is no separate State PM_{2.5} 24-Hour standard

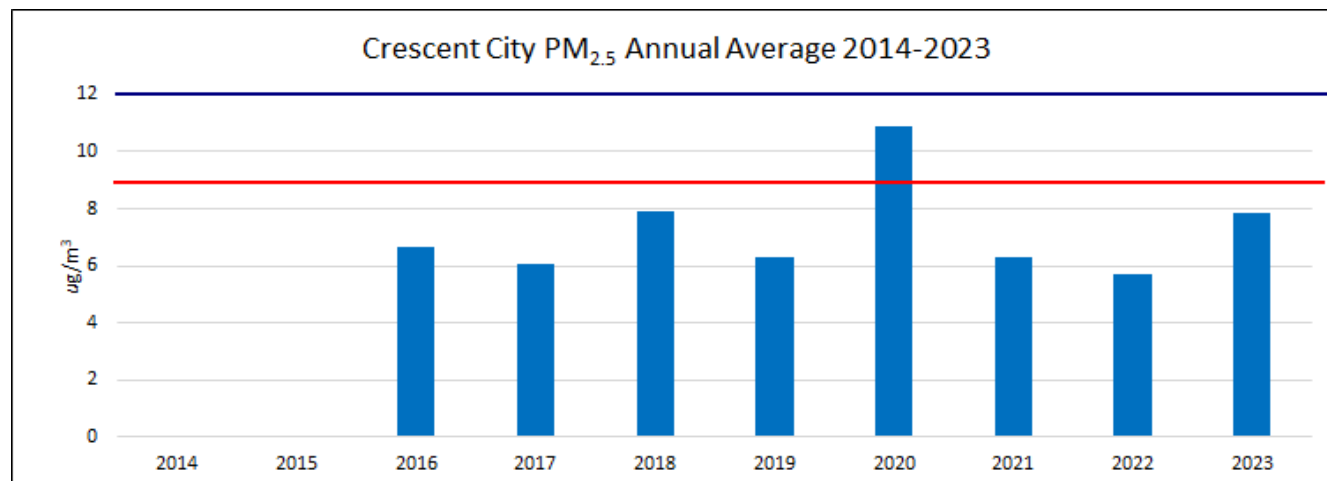
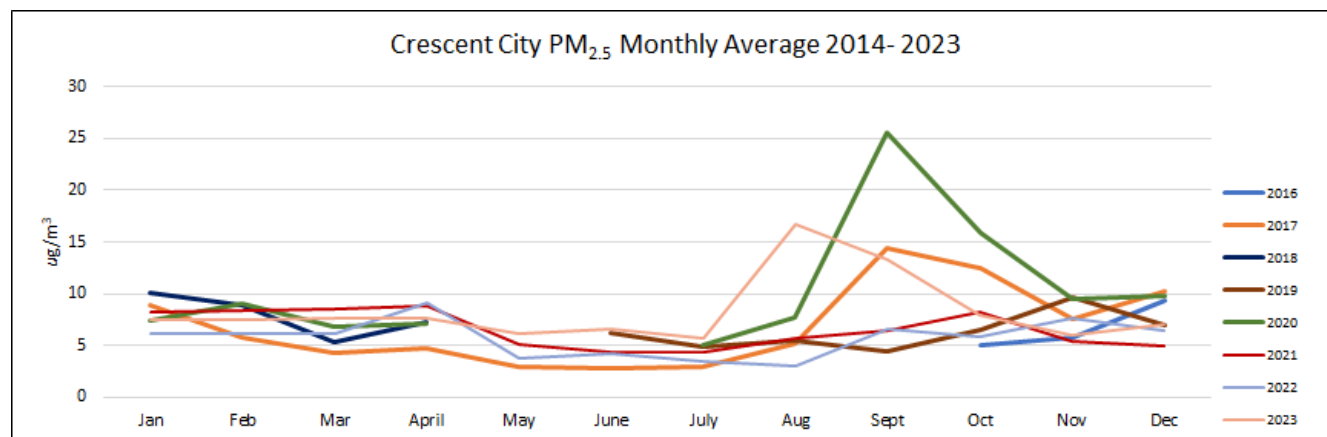


- State PM_{2.5} Annual Arithmetic Mean AAQS is 12 ug/m³;
- Federal PM_{2.5} Annual Standard changed from 12 to 9 ug/m³ in February of 2024.

Crescent City, Del Norte County

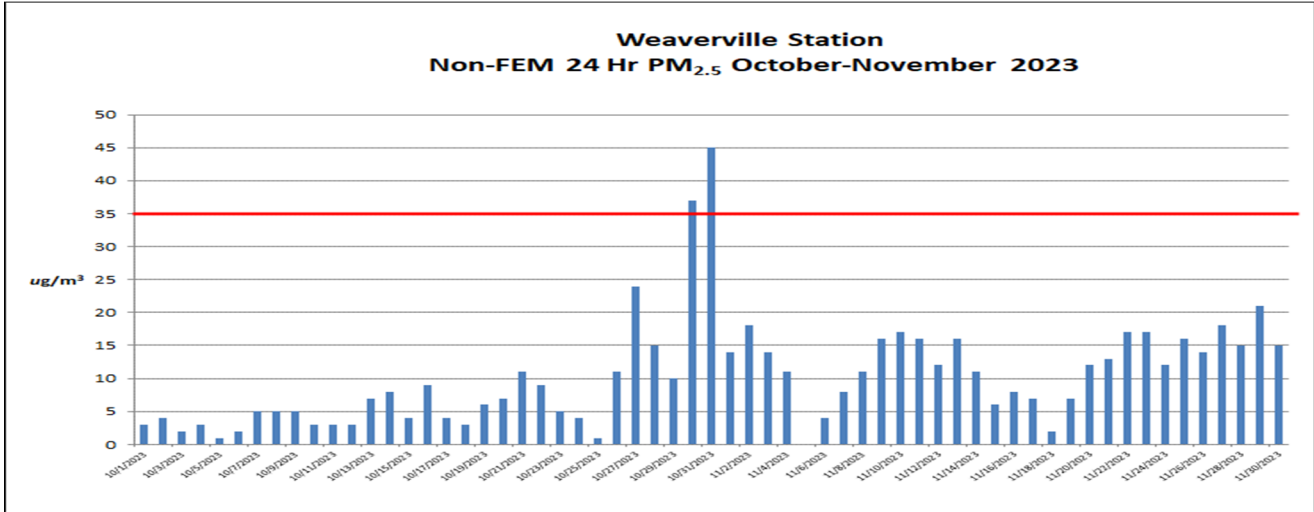


- Federal PM_{2.5} 24-Hour AAQS is 35 ug/m³; There is no separate State PM_{2.5} 24-Hour standard
- This monitor is not used for attainment decisions.

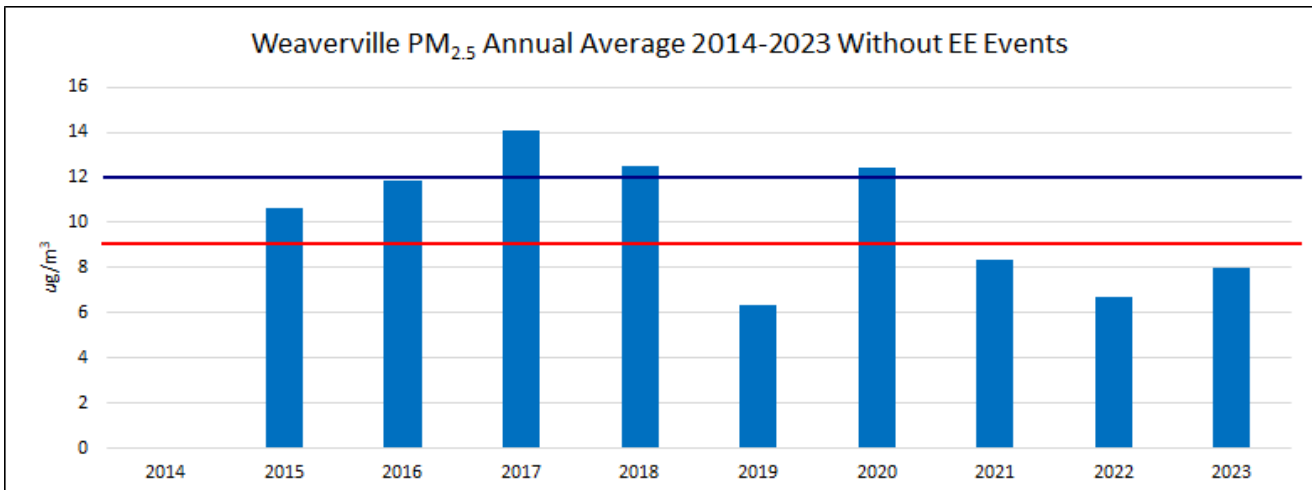
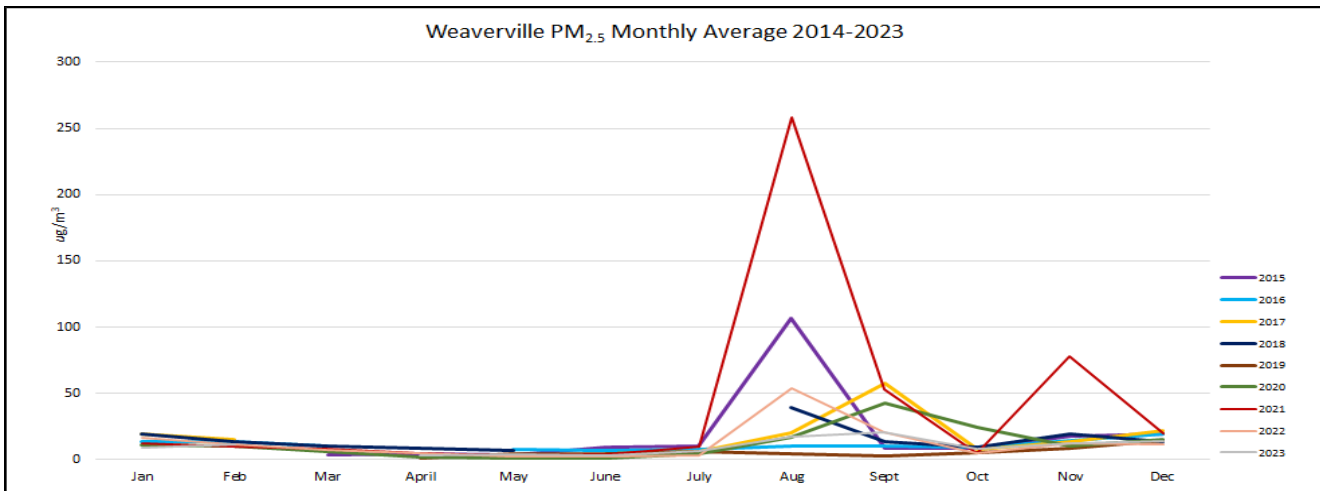


- State PM_{2.5} Annual Arithmetic Mean AAQS is 12 ug/m³; Federal PM_{2.5} annual standard is 9ug/m³
- Federal PM_{2.5} Annual Standard changed from 12 to 9 ug/m³ in February of 2024.
- This monitor is not used for attainment decisions.

Weaverville, Trinity County



- Federal PM_{2.5} 24-Hour AAQS is 35 ug/m³; There is no separate State PM_{2.5} 24-Hour standard.
- This monitor is not used for attainment decisions.



- State PM_{2.5} Annual Arithmetic Mean AAQS is 12 ug/m³; The Federal PM_{2.5} annual standard is 9 ug/m³
- Federal PM_{2.5} Annual Standard changed from 12 to 9 ug/m³ in February of 2024
- This monitor is not used for attainment decisions.

PM10 Attainment Update:

In order to seek redesignation of attainment for PM₁₀, three years of monitoring data which demonstrate meeting both the Annual and Daily PM₁₀ Air Quality Standards is required. The NCUAQMD has completed two of those years (2022 and 2023). If PM₁₀ meets the Attainment Standard in 2024, a redesignation for Humboldt County can be sought.

Exceptional Events which cause an exceedance can be excluded from the data set. Exceptional Events can include Wildfire Events and approved Prescribed Burn Events. The regulatory language states that prescribed fire on wildland can be a human-caused event eligible for treatment as an exceptional event. In 2022 there was an exceedance which was attributable to a prescribed burn, but because the burn had been conducted in accordance with District prescribed burn requirements (i.e. an approved burn permit had been obtained, a smoke management plan had been approved, and burner obtained a proper burn authorization) that exceedance as allowed to be considered an exceptional event, and is not a barrier to declaring 2022 a year within Air Quality Standards.

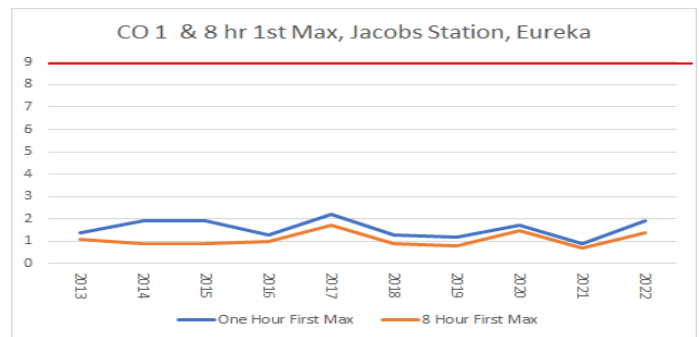
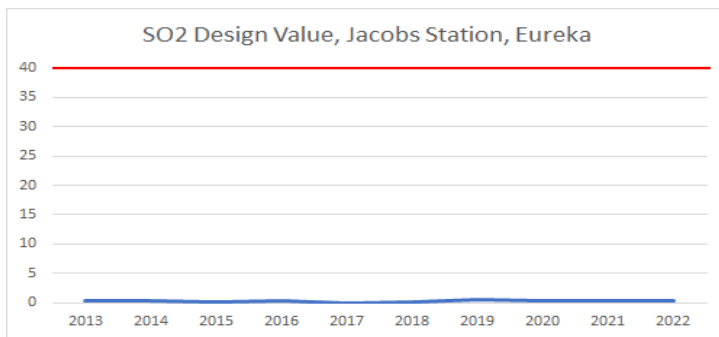
PM₁₀ Exceedance Summary

2021	2 Exceedances of Unknown Cause, one Wildfire Caused	2 Exceedances 1 Exceptional Event
2022	2 Wildfire Exceedances 1 Prescribed Burn Exceedance	3 Exceptional Events
2023	No Exceedances	No Exceedances
2024	No Exceedances to Date	PENDING

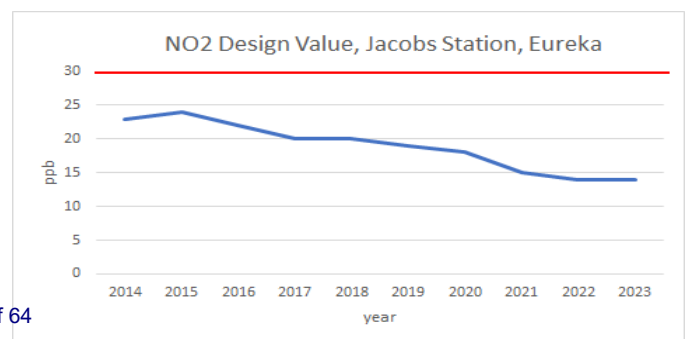
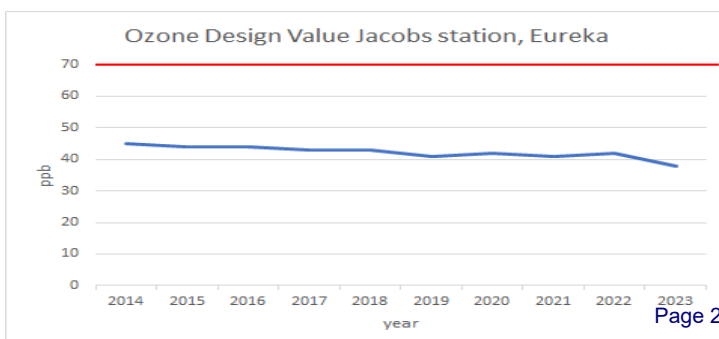
Gaseous Pollutant Instrument Shutdowns:

The NCUAQMD continues to easily meet gaseous pollutant (CO, SO₂, NO₂, O₃/Ozone) standards with monitors at the Jacobs Station in Eureka. If the monitors were regulatory required, then three years of monitoring data which demonstrate meeting all Ambient Air Quality standards are required for gaseous instrument shutdown. Given the data below, the District will soon be communicating and working with the EPA the potential shutdown of CO, SO₂, NO₂ and possibly O₃/Ozone) instruments at the Jacob Station.

Gaseous instruments which are in the process of seeking shutdown:



Gaseous instruments which are undergoing shutdown evaluation:



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: January 8, 2024

Re: APCO Brian Wilson, Employment Agreement

ACTION REQUESTED:

Approve Amendment No. 4 to Employment Agreement with Brian Wilson for Air Pollution Control Officer.

DISCUSSION:

The Board appointed Brian Wilson as the North Coast Unified Air Quality Management District (NCUAQMD) Interim Air Pollution Control Officer (APCO) on December 5, 2014, and as permanent APCO on April 10, 2015. Previously, Mr. Wilson was employed as the NCUAQMD's Deputy APCO beginning March 8, 2010, and as a Permit Engineer on March 12, 2006. Mr. Wilson's employment contract expired on April 10, 2023.

The Board has completed its annual review of Mr. Wilson and concluded that Mr. Wilson has efficiently, effectively, and with great dedication served the NCUAQMD as its APCO. As a result, the Board seeks to extend Mr. Wilson's appointment as APCO for three years and provide a 3% merit salary increase. Mr. Wilson's current base salary is \$151,853.24 per year. The 3% merit salary increase will bring his annual base salary to \$156,408.84. Approval of Amendment No. 4 to the Employment Agreement would accomplish these goals.

FISCAL IMPACT:

There are sufficient funds in the FY 2023-2024 budget to cover the APCO's salary increase.

**AMENDMENT No. 4
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, April 16, 2020, and September 16, 2021 (collectively, “Agreement”). This Amendment is effective on April 10, 2023.

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

WHEREAS, the NCUAQMD Board has completed a personnel evaluation and desires to extend its appointment of Employee as the NCUAQMD’s Executive Director and APCO, and to the grant Employee a merit salary increase as set forth herein.

1. **Section I, Employment.** Section I, *Employment*, Subsection B, *Term of Agreement*, is hereby amended by extending the Expiration Date of the Agreement from April 10, 2023 to April 10, 2026.
2. **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 April 20, 2023.
3. **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. 4 effective as stated above.

EMPLOYEE:

Brian M. Wilson

Date: _____

NORTH COAST UNIFIED AIR QUALITY MANAGEMENT DISTRICT:

By _____ Date: _____
Chris Howard, Chair

Attested to by:

Erin Squire, Clerk of the Board

Date: _____

Agenda Item: 4.4

**North Coast Unified
Air Quality Management District**
707 L Street, Eureka, CA 95501
(707) 443-3093
www.ncuaqmd.org



TO: North Coast Unified Air Quality Management District Board

FROM: Brian Wilson, APCO

SUBJECT: SDRMA Acknowledgement Award Correspondence

DATE: March 21, 2024

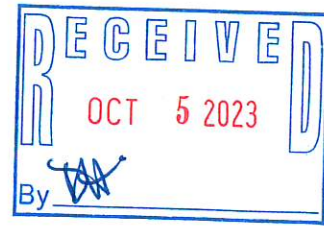
ACTION REQUESTED: By Consent, Accept and File

SUMMARY:

Attached are two letters of correspondence from the Special District Risk Management Authority (SDRMA) directed to the District's Board Chair regarding acknowledgement awards to the District for SDRMA's Workers' Compensation and Property/Liability Program.

September 26, 2023

Mr. Chris Howard
Board Chair
North Coast Unified Air Quality Management District
707 L Street
Eureka, California 95501



Re: President's Special Acknowledgement Award – Property/Liability Program

Dear Mr. Howard,

This letter and enclosed certificate are to formally acknowledge the dedicated efforts of the North Coast Unified Air Quality Management District's Governing Body, management, and staff towards proactive risk management and loss prevention training for earning the President's Special Acknowledgement Award! The Award is to recognize members with no "paid" claims during the prior **five consecutive program years** in the Property/Liability Program.

A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims. Your agency's efforts have resulted in no "paid" property/liability claims for the prior five consecutive program years from 2018-23. This is an outstanding accomplishment that serves as an example for all SDRMA members!

In addition to this annual recognition, members with no "paid" claims during 2022-23 earned one credit incentive point (CIP) reducing their annual contribution amount, and members with no "paid" claims for the prior 5 consecutive program years earned three additional bonus CIPs.

On behalf of the SDRMA Board of Directors and staff, it is my honor to congratulate your Governing Body, management, and staff for your commitment to proactive risk management and loss prevention training.

Sincerely,
Special District Risk Management Authority



Sandy A. Seifert-Raffelson, President
Board of Directors



President's Special Acknowledgement Award

The President of the Special District Risk Management Authority

Hereby gives special recognition to

North Coast Unified Air Quality Management District

The President's Special Acknowledgement Award is to recognize members with no "paid" claims during the prior five consecutive program years in the Property/Liability Program. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during that same period and excludes property claims. Congratulations on your excellent claims record!

A handwritten signature in blue ink that reads "Sandy Seifert-Raffelson". The signature is written in a cursive style.

Sandy A. Seifert-Raffelson, SDRMA Board President

September 26, 2023

Date

September 26, 2023

Mr. Chris Howard
Board Chair
North Coast Unified Air Quality Management District
707 L Street
Eureka, California 95501



Re: President's Special Acknowledgement Award - Workers' Compensation Program

Dear Mr. Howard,

This letter and enclosed certificate are to formally acknowledge the dedicated efforts of the North Coast Unified Air Quality Management District's Governing Body, management, and staff towards proactive loss prevention and workplace safety for earning the President's Special Acknowledgement Award! The Award is to recognize members with no "paid" claims during the prior **five consecutive program years** in the Workers' Compensation Program.

A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year. Your agency's efforts have resulted in no "paid" workers' compensation claims for the prior five consecutive program years from 2018-23. This is an outstanding accomplishment that serves as an example for all SDRMA members!

In addition to this annual recognition, members with no "paid" claims during 2022-23 earned one credit incentive point (CIP) reducing their annual contribution amount, and members with no "paid" claims for the prior five consecutive program years earned three additional bonus CIPs. Also, members without claims receive a lower "experience modification factor" (EMOD), which also reduces their annual contribution amount.

On behalf of the SDRMA Board of Directors and staff, it is my privilege to congratulate your Governing Body, management, and staff for your commitment to proactive loss prevention and safety in the workplace.

Sincerely,
Special District Risk Management Authority

Sandy A. Seifert-Raffelson, President
Board of Directors



President's Special Acknowledgement Award

The President of the Special District Risk Management Authority

Hereby gives special recognition to

North Coast Unified Air Quality Management District

The President's Special Acknowledgement Award is to recognize members with no "paid" claims during the prior five consecutive program years in the Workers' Compensation Program. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during that same period. Congratulations on your excellent claims record!

A handwritten signature in blue ink, which appears to read "Sandy Seifert-Raffelson".

Sandy A. Seifert-Raffelson, SDRMA Board President

September 26, 2023

Date

Agenda Item: 4.5

**North Coast Unified
Air Quality Management District**
707 L Street, Eureka, CA 95501
(707) 443-3093
www.ncuagmd.org



TO: North Coast Unified Air Quality Management District Board

FROM: Brian Wilson, APCO

SUBJECT: Nominations for CSDA Board of Directors

DATE: March 21, 2024

ACTION REQUESTED: By Consent, Accept and File

SUMMARY:

The District has received a Notice of Nominations for the Governing Board of Directors for the Governing Board of Directors for the California Special Districts Association (CSDA).

At the Board's discretion, please discuss possible nominees for the CSDA Board of Directors, and vote to nominate if needed. A Resolution will be prepared for the April meeting as necessary.



Agenda Item: 4 - Establish 2024 Board Elections Timeline

Item Type: Discussion/Action

Submitted By: Amber Phelen, Management Analyst

Presented By: Neil McCormick, Chief Executive Officer

Strategic Plan Reference: 1. Association Governance;
7. Management/Administration

BACKGROUND:

The nomination process for the 2024 CSDA Board of Directors, Seat A election is quickly approaching. CSDA Bylaws direct that the Election & Bylaws Committee shall set the timeline for elections each year. Below is a staff recommended timeline for the nomination and election process that complies with the noticing periods outlined in the CSDA bylaws. The timeline works backwards from the CSDA Annual Conference start date which is September 9, 2024 this year.

- February 5** **Nomination applications mailed and emailed out**
125 days to election start on June 9; bylaws requirement = at least 120 days.
- April 10** **Nomination application deadline**
61 days to election start; bylaws requirement = at least 60 days prior to election.
- April 20** **Nomination application deadline – Coastal Network**
Per CSDA Bylaws, the deadline shall be extended by 10 days in a Network where there is no incumbent re-running.
- June 10** **Electronic ballot voting begins – current Regular Members**
- July 26** **Deadline to receive electronic ballots - current Regular Members**
45 days until conference; bylaws requirement = at least 45 days.
- July 29 or 30** **Count ballots and inform candidates of win/loss**

FISCAL IMPACT:

None at this time.

STAFF RECOMMENDATION:

Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A regular election timeline as presented.



Agenda Item: 5 – Review & Approve 2024 Election Materials

Item Type: Discussion/Action

Submitted By: Amber Phelen, Management Analyst

Presented By: Neil McCormick, Chief Executive Officer

Strategic Plan Reference: 1. Association Governance;
7. Management/Administration

BACKGROUND:

Attached is a draft of the nomination letter, form, and candidate information sheet which would be sent out to CSDA voting members in good standing for all six Networks as part of the 2024 CSDA Board of Directors, Seat A election.

Additionally, the background information that will be mailed with the ballots is included. A current list of Board Members and their terms are also attached. Seat A Board Members are up for re-election.

FISCAL IMPACT:

The annual CSDA Board election process is a 2024 budgeted item.

STAFF RECOMMENDATION:

Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A election nomination letter, nomination form, candidate information sheet, and ballot letter to be sent to all voting Regular CSDA Members in good standing.



**California Special
Districts Association**

Districts Stronger Together

DATE: February 5, 2024
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2025 - 2027 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 10, 2024. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024. The successful candidates will be notified no later than July 30, 2024. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2024.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat A – Greg Orsini, Director, McKinleyville Community Services District*
Sierra Network	Seat A – Noelle Mattock, El Dorado Hills Community Services District*
Bay Area Network	Seat A – Chad Davisson, General Manager, Ironhouse Sanitary District*
Central Network	Seat A – Patrick Ostly, General Manager, North of River Sanitary District*
Coastal Network	Seat A – Elaine Magner, Director, Pleasant Valley Recreation & Park District*
Southern Network	Seat A – Jo MacKenzie, Director, Vista Irrigation District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024.

Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net by April 10, 2024 in order to ensure that you will receive a paper ballot on time.

CSDA will mail paper ballots on June 10, 2024 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



Agenda Item: 4 - Establish 2024 Board Elections Timeline

Item Type: Discussion/Action

Submitted By: Amber Phelen, Management Analyst

Presented By: Neil McCormick, Chief Executive Officer

Strategic Plan Reference: 1. Association Governance;
7. Management/Administration

BACKGROUND:

The nomination process for the 2024 CSDA Board of Directors, Seat A election is quickly approaching. CSDA Bylaws direct that the Election & Bylaws Committee shall set the timeline for elections each year. Below is a staff recommended timeline for the nomination and election process that complies with the noticing periods outlined in the CSDA bylaws. The timeline works backwards from the CSDA Annual Conference start date which is September 9, 2024 this year.

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- July 26** **Deadline to receive electronic ballots - current Regular Members**
45 days until conference; bylaws requirement = at least 45 days.
- July 29 or 30** **Count ballots and inform candidates of win/loss**

FISCAL IMPACT:
None at this time.

STAFF RECOMMENDATION:
Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A regular election timeline as presented.



Agenda Item: 5 – Review & Approve 2024 Election Materials

Item Type: Discussion/Action

Submitted By: Amber Phelen, Management Analyst

Presented By: Neil McCormick, Chief Executive Officer

Strategic Plan Reference: 1. Association Governance;
7. Management/Administration

BACKGROUND:

Attached is a draft of the nomination letter, form, and candidate information sheet which would be sent out to CSDA voting members in good standing for all six Networks as part of the 2024 CSDA Board of Directors, Seat A election.

Additionally, the background information that will be mailed with the ballots is included. A current list of Board Members and their terms are also attached. Seat A Board Members are up for re-election.

FISCAL IMPACT:

The annual CSDA Board election process is a 2024 budgeted item.

STAFF RECOMMENDATION:

Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A election nomination letter, nomination form, candidate information sheet, and ballot letter to be sent to all voting Regular CSDA Members in good standing.



**California Special
Districts Association**
Districts Stronger Together

2024 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

April 10, 2024 at 5:00 p.m.



2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

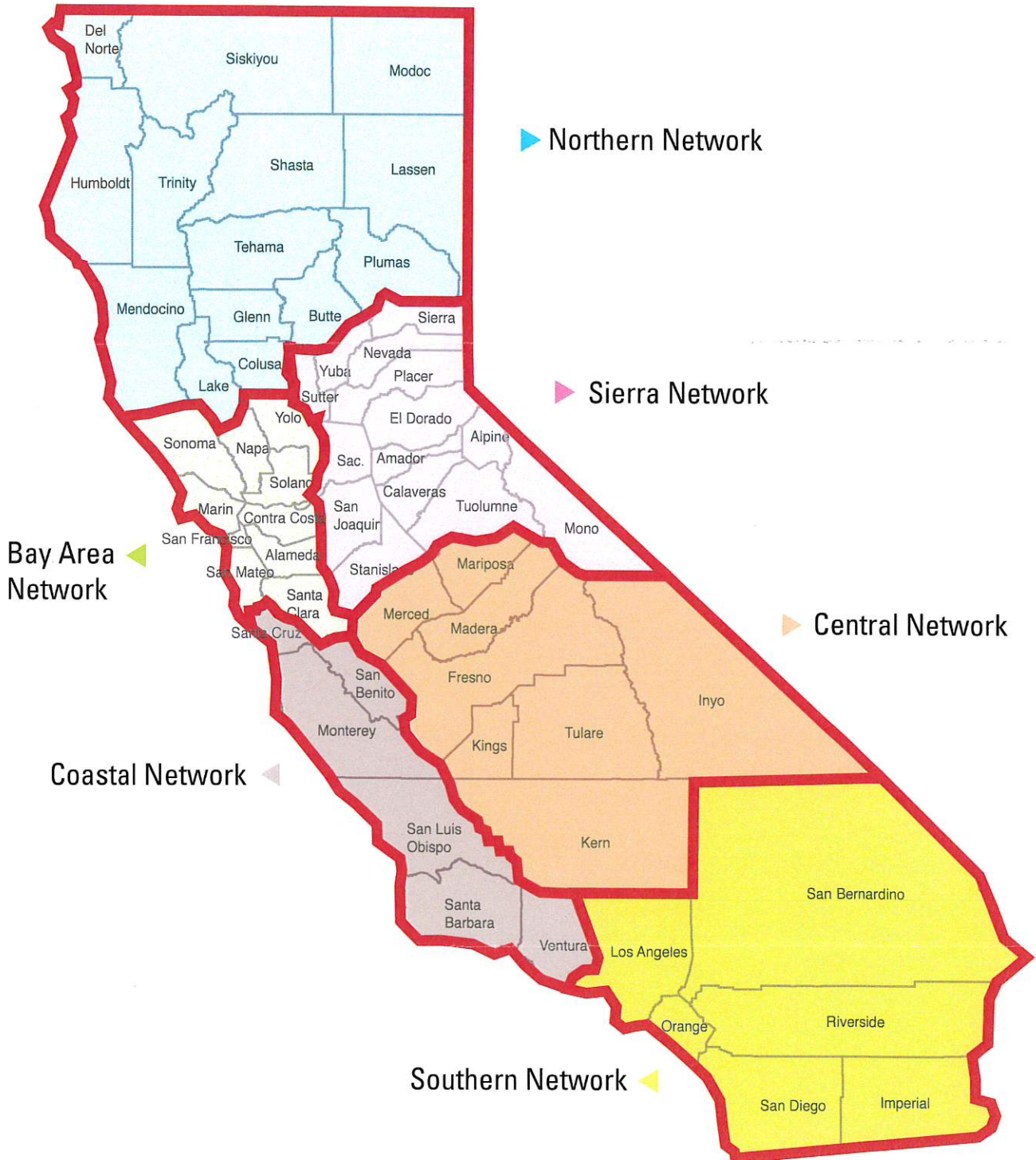
3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



DISTRICT NETWORKS



Agenda Item: 5

Public Comment Period

Agenda Item: 6
Election of Officers
2024 Calendar Year

Agenda Item: 7

**North Coast Unified
Air Quality Management District**
707 L Street, Eureka, CA 95501
(707) 443-3093
www.ncuaqmd.org



TO: North Coast Unified Air Quality Management District Board

FROM: Brian Wilson, APCO

SUBJECT: Update on Hearing Board Vacancies

DATE: March 21, 2024

ACTION REQUESTED: Accept and File

SUMMARY:

To date, there haven't been additional responses to recruitment outreach activities for the vacancies on the District Hearing Board for the member positions of Professional Engineer, Medical Professional, and Attorney. District staff will endeavor to continue to engage in outreach activities and also reach out to appropriate organizations.

If appropriate individuals meeting the Professional Engineer, Medical Professional, and/or Attorney cannot be found, it is at the discretion of the Governing Board to appoint other individuals as necessary to the Hearing Board. It states under H&SC § 40802: *"if the district board, in the case of a district with population of less than 750,000, is unable to appoint a person with the qualifications specified in section 40801 who is willing and able to serve, and for that reason a vacancy exists on the hearing board, the county district board may, in order to fill that vacancy, appoint any person to the hearing board."* Staff is continuing outreach efforts to fill the vacant positions and will appropriately advise the Governing Board.

BACKGROUND:

The current Hearing Board members and the corresponding alternates are as follows:

MEMBER POSITION(S)		MEMBER	APPOINTMENT EXPIRATION
Professional Engineer	Primary	Charles Rocklein	Appointment expires 1/18/26
	Alternate	(vacant)	
Attorney	Primary	(vacant)	
	Alternate	(vacant)	
Medical Professional	Primary	(vacant)	
	Alternate	(vacant)	
Public Member #1	Primary	Ken Mierzwa	Appointment expires 01/18/26
Public Member #2	Primary	Joanna Hawley-Jones	Appointment expires 03/18/26
Public Member	Alternate	(vacant)	

Hearing Board members serve for a term of three years and then must be reappointed. In accordance with Health & Safety Code (H&SC) § 40800, an Alternate member may serve only in the absence of the Hearing Board member with whom they are associated, and are also limited for the same term as the Hearing Board member with whom they are associated.

The Medical Professional position and Attorney positions are still unfilled and their corresponding alternate is also vacant. In addition, there is still a vacancy for an alternate to the Professional Engineer position. Staff typically runs public notices in the Times Standard, Trinity Journal and Del Norte Triplicate, as well as the District website and Facebook postings. Governing Board members can also suggest individuals which can be discussed by the Board.

The H&SC § 40801 gives the following guidance on the background needed for these vacant positions as follows:

Attorney Member/Alternate - *"...member admitted to the practice of law in this state."*

Professional Engineer Member/Alternate - *"...member who is a professional engineer registered as such pursuant to the Professional Engineers Act..."*

Medical Professional Member/Alternate - *"...member from the medical profession whose specialized skills, training, or interests are in the fields of environmental medicine, community medicine, or occupational/toxicologic medicine."*

Last year, the Governing Board approved the request to perform recruitment outreach for these positions to solicit letters of interest and resumes for these unfilled positions. District staff has performed the following outreach:

- Advertisement in the Times Standard, for all open positions.
- Posting on the District website for all open positions.
- Posting on the Districts Facebook page
- Email and phone outreach to the Humboldt Independent Practice Association, Humboldt Del Norte Medical Society, and the Providence Hospital System for the open medical professional position.
- Email outreach to the Humboldt Builders Exchange for inclusion in their newsletter to all members for the open engineer alternate position.
- Direct mailings to all Civil Engineers found through a Google search in Humboldt, Del Norte & Trinity Counties, with approximately 40 mailings sent for the open engineer alternate position.

Staff has run several public notices in the Times Standard, Trinity Journal and Del Norte Triplicate, as well as the District website and Facebook postings. Governing Board members can also suggest individuals which can be discussed by the Board. Staff is continuing outreach efforts to fill the vacant positions.

Agenda Item: 8

**North Coast Unified
Air Quality Management District**
707 L Street, Eureka, CA 95501
(707) 443-3093
www.ncuaqmd.org



TO: North Coast Unified Air Quality Management District Board

FROM: Brian Wilson, APCO

SUBJECT: Increase District X-Factor by Consumer Price Index

DATE: March 21, 2024

ACTION REQUESTED: Adopt Resolution 2024-1: Increase District X-Factor by Consumer Price Index (CPI)

SUMMARY:

The District has adopted a permit fee schedule in its Regulation IV, with the purpose of allowing the District to fully recover all costs associated with implementation, inspection, and enforcement of the air quality programs under the District's jurisdiction. Regulation IV allows for an annual adjustment of the hourly cost of operations portion of all fees (the "X-Factor"). As costs fluctuate over time, the District is able to recover the costs of implementing the programs by simply adjusting the X-Factor rather than proceeding through a rule making action to amend all the fee tables.

Each year as part of the budget preparation process, the Governing Board adopts a dollar value for the value of "X" in the fee tables. Typically, an increase in the X-Factor by the Consumer Price Index (CPI) is found to be necessary to keep pace with program costs. Increases to the X-Factor by CPI are established by Resolution as determined by Rule 400(2.3) as pursuant to Section 2212 of the Revenue and Taxation Code.

The last time the Governing Board approved general programmatic increases (aside from CPI increases to the X-Factor) was in 2015 in order to better align fees charged with costs incurred with operation of District programs. Part of that discussion included the understanding that it would be prudent to include any future annual CPI increases to the X-Factor as CPI was part of the forecasted calculations.

The draft Proposed District FY 2024-25 Budget will be publicly noticed on March 18, 2024 and then discussed at the Board Meeting in April. In preparing the budget and given Rule 400, it is evident that at a CPI increase would be needed at minimum in order keep pace with program costs given increasing inflation rates. The Board can then have additional discussion about options or strategies to close any remaining budget gap at the budget review meeting in April. It is desirable to include the CPI in the draft proposed budget, so any remaining deficit in the budget can then be identified and any general or programmatic increase to the X-Factor beyond CPI would be clearer.

In accordance with District Rule 400 and upon review of the California Consumer Price Index (CPI) Table Annual Average for 2022-2023 (All Urban Consumers), it is recommended that the X-Factor be increased by 3.94% (the change in CPI), which will increase the X-Factor from \$161 to \$167. This would only affect fees or revenue items that have a X-Factor component in the fee regulations. Staff proposed Resolution 2024-1 as attached for consideration and approval.

**North Coast Unified
Air Quality Management District**
707 L Street, Eureka, CA 95501
(707) 443-3093
www.ncuaqmd.org



Resolution 2024-1:

Increase District X-Factor by Consumer Price Index

WHEREAS, the District has adopted a permit fee schedule in its Regulation IV, with the stated purpose of allowing the District to fully recover all costs associated with implementation, inspection, and enforcement of the air quality programs under the District’s jurisdiction;

WHEREAS, Rule 400(B)(1) of Regulation IV allows for an annual adjustment of the hourly cost of operations portion of all fees (the “X-Factor”); and

WHEREAS, Rule 400(B)(1)(a) states that the value of “X” shall be rounded to the nearest whole dollar, and shall be assigned by the District Board of Directors each budget year through resolution, based on two components, either:

- 1) The actual program costs for the immediately preceding year; or
- 2) An adjustment in amount not greater than the change in the Consumer Price Index, as determined pursuant to Section 2212 of the Revenue and Taxation Code; and

WHEREAS, the fees charged pursuant to Regulation IV are imposed to recover the reasonable regulatory costs to the District for issuing licenses and permits, performing investigations, inspections, and audits, and the administrative enforcement and adjudication thereof are not taxes as defined in Section 1(e)(3) of Article XIII C of the California Constitution (Proposition 26); and

WHEREAS, the annual average percentage change from January 1, 2023 to December 31, 2023 in the Consumer Price Index: All Urban Consumers, California, all items (1982-84=100)] was 3.94%.

THEREFORE, BE IT RESOLVED, that the North Coast Unified Air Quality Management District Board hereby increases the Regulation IV, Rule 400 X-Factor by 3.94%, and rounded to the nearest whole dollar.

Board Chair

Date:

Clerk of the Board

Date:

Agenda Item: 9

**North Coast Unified
Air Quality Management District**
707 L Street, Eureka, CA 95501
(707) 443-3093
www.ncuagmd.org



TO: North Coast Unified Air Quality Management District Board
FROM: Brian Wilson, APCO
SUBJECT: Grant Agreement with CARB for Woodsmoke Reduction Program
DATE: March 21, 2024

ACTION REQUESTED: Authorize APCO to Enter into a Grant Agreement with CARB for the Woodsmoke Reduction Program, Adopt Resolution 2024-2: State Woodsmoke Reduction Program Grant Agreement Year 4, and to Accept and Spend Grant Funds.

SUMMARY:

In May 2018, the Governing Board approved Resolution 2018-6 which authorized the District to enter into a grant agreement with CAPCOA to administer the State's first Woodsmoke Reduction Pilot Project for Year 1 grant funding. For Year 2 grant funding, the grant agreement was in conjunction with CARB rather than with CAPCOA, so a new resolution (Resolution 2020-2) was then approved. The District's allocation for Year 3 Program funding (out of \$3 million statewide) was about \$271,440 which has not yet been expended. This year, the District received an additional allocation for Year 3 (as Amendment #1 and referred to as "Year 4") for \$266,910, which also amended the grant's expenditure end date to June 2027.

The Governing Board will need to approve an updated Board Resolution to authorize the District to enter into a grant agreement to administer the State's Woodsmoke Reduction Program grant funding for this latest funding (Year 3, amendment #1), for a total of \$566,820.00. Staff recommends Resolution 2024-2 be approved to authorize the APCO to sign the Grant Agreement Number G21-WSRP-16-1 with CARB to administer the State Woodsmoke Reduction Program, and to comply with all the requirements of amended Grant Agreement.

BACKGROUND:

In May 2018, the Governing Board authorized the District to enter into an agreement with CAPCOA to administer the State's Woodsmoke Reduction Program. The grant program is funded by the State's Greenhouse Gas Reduction Fund (GGRF) from Cap-and-Trade funds. This Program furthers the goals of Assembly Bill 32 and related

statutes to reduce greenhouse gas emissions, as well as provide co-benefits in reducing black carbon emissions and improving air quality. Grants targeting reduction in particulate matter are also a key part of the District's long term PM₁₀ attainment strategy.

The Program is similar to the District's own local replacement program as it is designed to replace high-polluting, uncertified wood stoves, wood inserts, and fireplaces with cleaner burning, more efficient home heating devices (such as EPA certified woodstoves, electric wall heaters, heat pumps, etc.). The Program is more complex in its requirements, reporting, and insurance requirements, which will require more efforts on the administrator, vendor, and installer. The Program is administered by CARB and implemented by the District in conjunction with CAPCOA. Residents using uncertified wood stoves, wood inserts, or fireplaces as a primary home heating source are eligible for the Program. The incentive amount will vary depending on the location of the residence and the household income, with households in disadvantaged or low-income communities (meeting AB 1550 requirements) and low-income households qualifying for higher incentives.

The District was initially allocated about \$270,000 in Year 1 Program Funding (out of \$5 million statewide), which funded grant applications for 73 wood stove replacements. The District's allocation for Year 2 Program funding (out of \$3 million statewide) was about \$187,815, which funded more grant applications wood stove replacements. The District's allocation for Year 3 Program funding (out of \$3 million statewide) was about \$271,440 which has not yet been expended. This year, the District's received an additional allocation for Year 3 (as Amendment #1 and referred to as "Year 4") for \$266,910, which also amended the grant's expenditure end date to June 2027.

The Governing Board will need to approve an updated Board Resolution to authorize the District to enter into a grant agreement to administer the State's Woodsmoke Reduction Program grant funding for this latest (Year 3, amendment #1) funding. Staff recommends Resolution 2024-2 be approved to authorize the APCO to sign the Grant Agreement Number G21-WSRP-16-1 with CARB to administer the State Woodsmoke Reduction Program, and to comply with all the requirements of the amended Grant Agreement.

**North Coast Unified
Air Quality Management District**
707 L Street, Eureka, CA 95501
(707) 443-3093
www.ncuaqmd.org



**Resolution 2024-2:
State Woodsmoke Reduction Program Grant Agreement Year 4**

WHEREAS, the California Air Resources Board (CARB) developed the State Woodsmoke Reduction Program to meet the Legislature's objectives and help further meet the State's goals of Assembly Bill 32 and related statutes to reduce greenhouse gas emissions, as well as provide co-benefits in reducing black carbon emissions, improve air quality, and protect the health, safety, and well-being of California residents; and

WHEREAS, the Woodsmoke Reduction Program is part of California Climate Investments, a statewide program that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment – particularly in disadvantaged communities; and

WHEREAS, the Woodsmoke Reduction Program is a GGRF-funded program designed to replace high-polluting, uncertified wood stoves, wood inserts, and fireplaces used for primary home heating with cleaner burning, more efficient home heating device; and

WHEREAS, there are specific legislative requirements (e.g., expenditure records, quantification methodology, annual reporting, and disadvantaged/low income community investments) of the cap and trade proceeds that the District will need to adhere to; and

WHEREAS, the North Coast Unified Air Quality Management District (District) has participated in the Woodsmoke Reduction Program since its inception, and the District would like to continue to provide these incentives to citizens in its jurisdiction; and

WHEREAS, the Woodsmoke Reduction Program Year 4 will continue to be administered by CARB, and implemented by the District in coordination with the California Air Pollution Control Officers Association (CAPCOA).

NOW, THEREFORE, BE IT RESOLVED, by the North Coast Unified Air Quality Management District Governing Board (Board) as follows:

- 1) The Board authorizes the APCO to sign the Grant Agreement (G21-WSRP-16-1) with CARB to administer the State Woodsmoke Reduction Program, and to comply with all the requirements of the Grant Agreement; and

2) The Board authorizes the APCO to execute all other necessary documents to implement and carry out the purposes of this resolution.

Approved: Chris Howard, Board Chair

Date:

Attest: Erin Squire, Clerk of the Board

Date:

Agenda Item: 10

**North Coast Unified
Air Quality Management District**
707 L Street, Eureka, CA 95501
(707) 443-3093
www.ncuaqmd.org



TO: North Coast Unified Air Quality Management District Board
FROM: Brian Wilson, APCO
SUBJECT: APCO Report
DATE: March 21, 2024
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. Update on Financial Audits and Pension/OPEB Liabilities

The District entered into a Professional Service Contract with Brown-Armstrong from Bakersfield for Financial Auditing Services for the fiscal years ending June 30, 2018, 2019, & 2020. However, initially due to COVID-19 impacts and timing, these audits have not yet been completed, but they are anticipated to be completed this year.

The District also continues to move forward with determining and managing its pension liability and Other Post Employment (OPEB) liabilities as previously discussed. The Board adopt Resolution 2023-4 in July 2023, authorizing participation in the PARS Post-Employment Benefits Trust Program by PARS and U.S. Bank, appointing the District's APCO as the District's Plan Administrator, and authorizing the APCO to execute the documents to implement the Program. PARS has partnered with US Bank to serve as trustee and its subadviser High Mark Capital Management, Inc., to provide investment management services for the program. The Trust and fund transfer(s) to PARS will be completed shortly and it is anticipated that further information will be provided to the Board this year.

2. Draft Proposed FY 2024-25 Budget

The District's Draft Proposed Budget for FY 2024-25 will be publicly noticed on March 18, 2024. It will then be discussed at the Board Meeting at April and potentially approved at the Board Meeting in May. Presently, the draft proposed budget will continue to show a budget deficit primarily due to the District's OPEB and Pension liabilities until the PARS trust is finalized and a new actuarial evaluation performed to determine impacts from any Annual Unfunded Accrued Liability (AUAL)

going forward. The deficit is also due increases in health care insurance, inflationary pressures, and additionally from a gap in grant administration funding. It is anticipated that the Board will have discussion with District Staff about options or strategies to close the remaining budget gap at the April Governing Board meeting.

3. Humboldt Sawmill Company (HSC) Air Quality Compliance Issues Impact Power Contract with RCEA

The Humboldt Sawmill Company (HSC) is considered a major emission source and has a Title V Operating Permit with the District. HSC also has a current power contract with the Redwood Coast Energy Authority (RCEA) to provide energy for the Community Choice Energy Business.

Over the last few years, there has been various compliance issues with HSC and Notices of Violation (NOVs) have been issued. Some NOVs have already been resolved, but many are still in the process of being settled with HSC. There will possibly be more compliance issues once the Full Compliance Evaluation is completed by the District's Compliance & Enforcement Division. There have been considerable questions about HSC compliance issues by citizens and the press. The District issued a Press Release in January to address some of the ongoing concerns. Upon request by the RCEA, the District has provided a summary of compliance issues for the RCEA Community Advisory Committee (CAC) and the RCEA Board of Directors.

4. EPA Finalizes 2024 National Ambient Air Quality Standards for Particulate Matter

On February 7, 2024, the U.S. EPA announced a final rule to strengthen the nation's National Ambient Air Quality Standards (NAAQS) for fine particle pollution, also known as fine particulate matter (PM_{2.5}) or soot. The EPA is lowering setting the level of the primary (health-based) annual PM_{2.5} standard from 12.0 to **9.0** micrograms per cubic meter to provide increased public health protection, consistent with the available health science.

EPA is not changing the current primary and secondary (welfare-based) 24-hour PM_{2.5} standards, secondary annual PM_{2.5} standard, and primary and secondary PM₁₀ standards. EPA is also revising the Air Quality Index to improve public communications about the risks from PM_{2.5} exposures and making changes to the monitoring network to enhance protection of air quality in communities overburdened by air pollution. For more information regarding the 2024 PM NAAQS including the pre-publication final rule, fact sheets, maps, and data tables can be found at: <https://www.epa.gov/pm-pollution/final-reconsideration-national-ambient-air-quality-standards-particulate-matter-pm>.

5. District Staffing Changes & Challenges

Last year, the District's Air Quality Specialist (Keala Roberts) that works with grant administration (Carl Moyer, FARMER, Woodstove, and Rural School Bus Grants) left the District for other employment. The District has since promoted Alexandra

(“Alex”) Winkler to this position. Alex has a degree in Environmental Science from Cal Poly Humboldt and had been working as an Administrative Specialist with the District. Attached is an updated District organizational chart.

The District continues to be challenged with retaining staff in this position and has had five (5) staff members leave over the last five years. Exit interviews indicate the salary may not be competitive. In addition, the District also continues to be short staffed in the office due to a few staff out on Medical Leave.

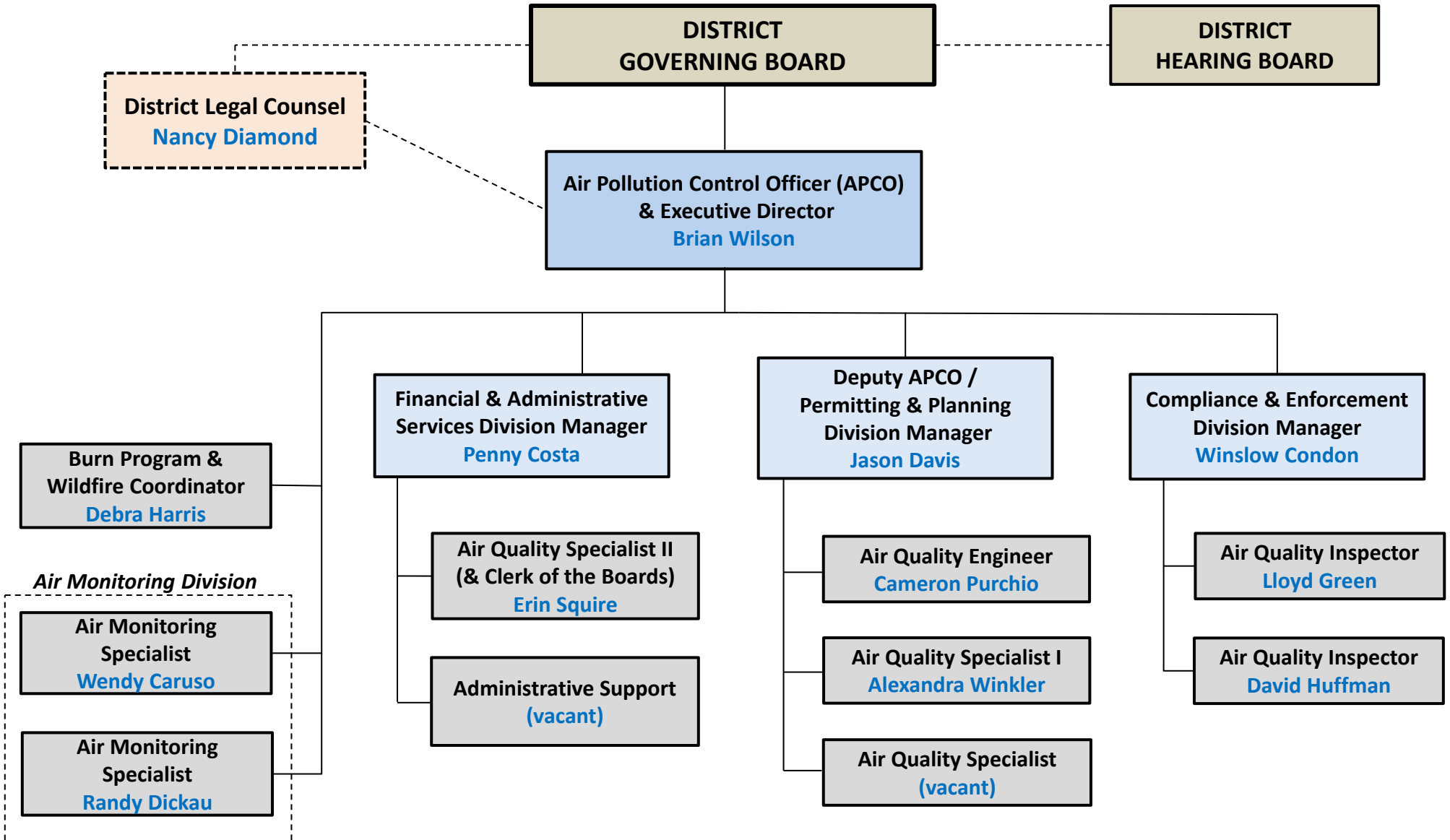
6. American Lung Association (ALA) State of the Air Report

Recently, the American Lung Association (ALA) issued its State of the Air 2023” report in which “report cards” are given for major areas throughout the US. The report cards have been an annual event by the ALA for many years now. The report cards grade 726 counties in the US which operate ambient particulate and ozone monitors over a three year period. The grade is weighted and seeks to reflect the number of days the area exceeds AQI Moderate level for 24-hr PM_{2.5} averages and 8-hr Ozone levels.

A key point to note in regards to the ALA grade/report is that the grade represents a much more conservative and restrictive methodology which uses AQI (Air Quality Index) for reporting daily air quality. This is separate from the existing health-based state and federal ambient air quality standards (AAQS) and assessment basis for attainment designations. Because the ALA report bases its grades in part on the AQI, rather than the AAQS, it is possible to receive an “F” on the report, while still meeting all the AAQS requirements. Typically the only county in the North Coast Unified AQMD that is able to receive a grade (i.e. there is monitoring data available) is Humboldt County, which is usually a grade of “A” for both High Ozone Days and High Particle Pollution Days.

North Coast Unified Air Quality Management District (NCUAQMD)

Organizational Chart



Agenda Item: 11

Board Member Reports

Agenda Item: 12

Adjournment