

**North Coast Unified
Air Quality Management District**

707 L Street, Eureka, CA 95501
(707) 443-3093

www.ncuagmd.org



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

Thursday, March 18, 2021 at 10:30 a.m.,
Via Internet Teleconference – Zoom Video Conferencing

[Join Zoom Meeting](#)

<https://us02web.zoom.us/j/83556112157>

Meeting ID: 835 5611 2157

Call in option: (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 **835 5611 2157**

How to Submit Public Comment: Members of the public may provide public comment before and during the meeting by sending comments to the Clerk of the Board by email at esquire@ncuagmd.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 Clerk of the Board at support@ncuagmd.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 4.3:** 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 4.3. Board Chair
- 4.1 By Consent, Approve Minutes of January 21, 2021 Board Meeting
- 4.2 By Consent, Accept and File District Activity Report
- 4.3 By Consent, Accept Additional Grant Funding for Air Monitoring Equipment and Authorize Its Expenditure in the FY 2020-21 Budget

REGULAR AGENDA

5. **Public Comment Period** (pursuant to Government Code section 54954.3(a)) Board Chair
6. **Increase District X-Factor by Consumer Price Index**
Action Requested: Approve Resolution 2021-2: Increase District X-Factor by Consumer Price Index (CPI) APCO
7. **Approve Contract for Financial Audit Services**
Action Requested: Authorize APCO to enter into a Professional Service Contract with (*Board to be updated at meeting*) for Financial Auditing Services for the fiscal years ending June 30, 2018, 2019, & 2020 APCO
8. **Modification of Employee Job Descriptions**
Action Requested: Approve Proposed Updated Employee Job Descriptions for *Administrative Support, Administrative Assistant, and Financial & Administrative Services Manager.* APCO

- | | | |
|------------|--|--------------------|
| 9. | Revise District Administrative Code – Part A
<u>Action Requested:</u> Approve Proposed Revisions to District Administrative Code – Part A | APCO |
| 10. | District Hearing Board Vacancies
<u>Action Requested:</u> Provide Direction to APCO Regarding Recruitment of District Hearing Board Positions | APCO |
| 11. | Discuss CARB’s Clean Cars 4 All Program
<u>Action Requested:</u> Accept and File Report | Deputy APCO |
| 12. | 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 Gov’t Code sec. 54957.6 | Board Chair |
| 13. | APCO Report | APCO |
| 14. | Board Member Reports | Board Chair |
| 15. | Adjournment | Board Chair |

The next Board of Directors meeting is scheduled for Thursday, April 15, 2021 at 10:30 a.m. Via Internet Teleconference – Zoom Video Conferencing. 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

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**Minutes of the Special Meeting of the North Coast
Unified Air Quality Management District Governing
Board of Directors Meeting of
January 21, 2021**

The meeting was called to order by Chair Brett Watson at 10:31 AM via teleconference on Zoom: <https://us02web.zoom.us/j/83556112157>

Meeting ID: 835 5611 2157, Call in option: (669) 900-6833

The meeting location was made available to the public.

MEMBERS PRESENT:

Rex Bohn

Humboldt County Supervisor

Brett Watson

City of Arcata Councilmember

Dan Frasier

Trinity County Supervisor

Mike Wilson

Humboldt County Supervisor

MEMBERS ABSENT:

Chris Howard

Del Norte County Supervisor

STAFF PRESENT:

Brian Wilson

APCO

Jason Davis

Deputy APCO

Erin Squire

Acting Clerk of the Board

Penny Costa

Financial & Human Resources
Administrator

OTHERS PRESENT:

Winslow Condon, NCUAQMD staff, participated as a public member and provided no comment. An anonymous member of the public joined the meeting via Zoom by phone and did not unmute upon request to provide comment.

Agenda Item 1: Call to Order

Agenda Item 2: Roll Call

Agenda Item 3: Additions and Deletions to the Agenda

There were no additions or deletions to the Agenda. There was no public comment.

Agenda Item 4: Consider Approving the Consent Agenda

4.1: Approve Minutes of September 17, 2020 Board Meeting

4.2: By Consent, Accept and File District Activity Report

4.3: By Consent, Approve Account Transfer

A motion offered by Supervisor Bohn, duly seconded by Supervisor Wilson 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 21st day of January, 2021 by the following votes:

UNANIMOUS PASS by the following Roll Call vote:

Supervisor Howard	Absent
Supervisor Bohn	Aye
Supervisor Frasier	Aye
Councilmember Watson	Aye
Supervisor Wilson	Aye

There was no public comment.

Agenda Item 5: Public Comment

There was no public comment.

Agenda Item 6: Election of Board Officers

A motion offered by Supervisor Bohn duly seconded by Supervisor Wilson to Elect Councilmember Watson as Chair and Supervisor Wilson as Vice Chair of the Governing Board for the 2021 Calendar Year is hereby APPROVED by the North Coast Unified Air Quality Management District Board of Directors on this 21st day of January, 2021 by the following votes:

UNANIMOUS PASS by the following Roll Call vote:

Supervisor Howard	Absent
Supervisor Bohn	Aye
Supervisor Frasier	Aye

Councilmember Watson Aye
Supervisor Wilson Aye

Agenda Item 7: Resolution of Appreciation

There were no requests for modification made by the members of the board to edit the Resolution of Appreciation for Judy Morris.

A motion offered by Supervisor Bohn, duly seconded by Supervisor Wilson to Approve Resolution 2021-1 is hereby APPROVED by the North Coast Unified Air Quality Management District Board of Directors on this 21st day of January, 2021 by the following votes:

UNANIMOUS PASS by the following Roll Call vote:

Supervisor Howard Absent
Supervisor Bohn Aye
Supervisor Frasier Aye
Councilmember Watson Aye
Supervisor Wilson Aye

There was no public comment.

Agenda Item 8: Calendar of Meetings 2021

The APCO presented the proposed Calendar of Meetings for the 2021 calendar year and expressed these meetings would continue to be held via Zoom on the third Thursday of the month, every other month, with the exception of the additional meetings need to pass the 21-22 Fiscal Year Budget.

Supervisor Bohn requested that once in-person meetings were allowed again, the meetings continue to be held in Weaverville and Crescent City to satisfy the population in Trinity and Del Norte Counties. This will be discussed and details finalized at the first regular, in-person meeting.

District Counsel provided clarification that there is no requirement to hold meetings in Trinity or Del Norte County.

During this discussion Supervisor Wilson was briefly disconnected and rejoined the meeting.

A motion offered by Supervisor Bohn, duly seconded by Supervisor Wilson to Adopt the Calendar of Meetings for 2021 as Written and Per the Discussion is hereby APPROVED by the North Coast Unified Air Quality Management District Board of Directors on this 21st day of January, 2021 by the following votes:

UNANIMOUS PASS by the following Roll Call vote:

Supervisor Howard	Absent
Supervisor Bohn	Aye
Supervisor Frasier	Aye
Councilmember Watson	Aye
Supervisor Wilson	Aye

There was no public comment.

Agenda Item 9: Approve Contract for Financial Audit Services

The APCO discussed the previous history of the District’s financial auditing services with Jackson & Eklund and the need for a new auditing contractor. A copy of the RFP for auditing services was provided in the board packet, however, the submittals had not yet been received as they were not due until Friday, January 15, 2021.

As only one entity submitted a proposal, Brown Armstrong, the APCO requested the Board to approve the contract for auditing services, as the proposal was found to be responsive to the needs of the RFP and competitive with previous audit costs.

Discussion was had by the Board, the APCO, and the Financial & Human Resources Administrator about the possibility of continuing to use the services of Jackson & Eklund and why only one out-of-area entity had responded. Brown Armstrong is from Bakersfield.

Continued discussion was had about how the RFP had been sent to interested parties, and what outreach was done to our local financial entities. District Counsel provided information on possible “grievances”, if any, Brown Armstrong may have should the Board want to continue to seek a local entity to perform these services. The District would need to reject the proposal submitted and modify the scope of the RFP, stating a local entity is desired.

It was determined through the discussion that the Board finds it advantageous to the District to have a local firm perform auditing services, and directed the Financial & Human Resources Administrator to reach out the Jackson & Eklund for a referral of services. The Board is open to the possibility of needing a Special Meeting in February to approve the new submittals should the process complete itself before the next scheduled meeting in March.

A motion offered by Supervisor Wilson, duly seconded by Supervisor Bohn that Based on the Findings All Submissions Will be Rejected and to Redistribute the RFP is hereby APPROVED by the North Coast Unified Air Quality Management District Board of Directors on this 21st day of January, 2021 by the following votes:

UNANIMOUS PASS by the following Roll Call vote:

Supervisor Howard	Absent
Supervisor Bohn	Aye
Supervisor Frasier	Aye
Councilmember Watson	Aye
Supervisor Wilson	Aye

There was no public comment.

Supervisor Wilson exited the meeting at 11:10 am.

Agenda Item 10: Modification of Employee Job Description

The Compliance & Enforcement Division Manager job description has not been revised since 2007. Now that the position is vacant it was time to better capture the duties the job entails, prior to filling the position.

A motion offered by Supervisor Frasier, duly seconded by Supervisor Bohn to Accept the Staff Recommendation and Approve the Proposed Job Description is hereby APPROVED by the North Coast Unified Air Quality Management District Board of Directors on this 21st day of January, 2021 by the following votes:

UNANIMOUS PASS by the following Roll Call vote:

Supervisor Howard	Absent
Supervisor Bohn	Aye
Supervisor Frasier	Aye
Councilmember Watson	Aye
Supervisor Wilson	Absent

There was no public comment.

Agenda Item 11: APCO Report

The APCO reported out on the following:

- District Response to COVID-19
- District Pension & OPEB Liabilities

The APCO expressed his excitement that the OPEB and Pension liability will be presented to the Board members during the budget process during the March or April Meeting. PARS will then present at the following meeting to give a full idea of the unfunded liability the District faces.

- Demolition and Asbestos Abatement at Samoa Pulp Mill Site

The APCO discussed the continued demolition of the Samoa Pulp Mill Site. A member of the public joined the meeting via phone during this discussion at 11:18 am.

- Update on State Woodsmoke Grant

The APCO discussed the current status of the Woodsmoke Reduction Grant and that additional state funding was unknown due to COVID impacts.

- Notification – CARB Approves Rules on HFCs
- Notification - AB 836 Wildfire Smoke Clean Air Centers
- Notification - White House Executive Order Establishing The Wildland Fire Management Policy Committee
- Staff Training

The Board Chair elected to give the anonymous public member a chance to give public comment. The clerk requested they unmute their phone multiple times through the Zoom platform. A three-minute timer was set, and the public member never responded.

Agenda Item 12: Board Member Reports

Supervisor Bohn welcomed the new Board members and requested that the anonymous public member send comments via email to the Board clerk.

Agenda Item 13: Adjournment

The Governing Board Meeting was adjourned at 11:25 am

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 January 21, 2021.

Chair Date

Clerk of the Board Date

The Next Board Meeting is scheduled for Thursday, March 18, 2021, at 10:30 am via teleconference. Details to be listed in the Agenda.

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
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TO: North Coast Unified Air Quality Management District Board

FROM: Erin Squire, Acting Clerk of the Boards

SUBJECT: District Activity Report

DATE: March 18, 2021

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.

2021 Activity Report

Primary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Totals 2020
Complaint Responses - General	1	1											2	75
Complaint Responses - Open Burning	7	6											13	198
Permissive Burn Days	31	28											59	328
Non-Permissive Burn Days ("No Burn Day")	0	0											0	37
Permissive Burn Days (%)	100%	100%												
Standard (Residential) Burn Permits Issued	634	351											985	4,125
Non-Standard Burn Permits Issued	659	341											1,000	3,092
"No Burn Day" Permits Issued	0	0											0	0
Smoke Management Plans (SMP) Reviewed	17	15											32	108
SMP Burn Authorizations Issued	114	76											190	958
Stationary Source Permit Apps. Received	1	3											4	27
Stationary Source Permits Issued (new)	3	2											5	11
Stationary Source Permits Issued (amended)	0	0											0	15
Inspections - Major Sources	0	0											0	12
Inspections - Minor Sources	38	13											51	260
Inspections - Mobile Sources	0	0											0	13
Inspections - Asbestos	1	0											1	18
Asbestos Notifications Processed	5	8											13	73
Notice(s) of Violation (NOVs) Issued	0	3											3	18
Environmental Documents Reviewed	3	3											6	227
Grants Paid: Woodstove	1	1											2	96
Grants Paid: Moyer	0	0											0	4
Grants Paid: FARMER	0	0											0	6
Grants Paid: Rural School Bus	4	4											8	42

Air Monitoring Report for March 2021

Air Monitoring Data Summary:

The purpose of this status report is to summarize the ambient air quality data available for the period of November-December 2020.

- There were three Federal Equivalent Method (FEM) PM₁₀ exceedances of the State Ambient Air Quality Standard recorded during the reported period. These occurred in Eureka.
- There was one Federal Reference Method (FRM) PM_{2.5} exceedances of the State and Federal Ambient Air Quality Standard recorded during the period. This occurred in Eureka and coincided with a PM₁₀ exceedance.
- There were two non-FEM PM_{2.5} 24 Hour exceedances of the State and Federal Ambient Air Quality Standard recorded during the period. Both exceedances occurred in Weaverville.
- There were no O₃, SO₂, NO₂, or CO exceedances of the State or Federal Ambient Air Quality Standard recorded during the period.

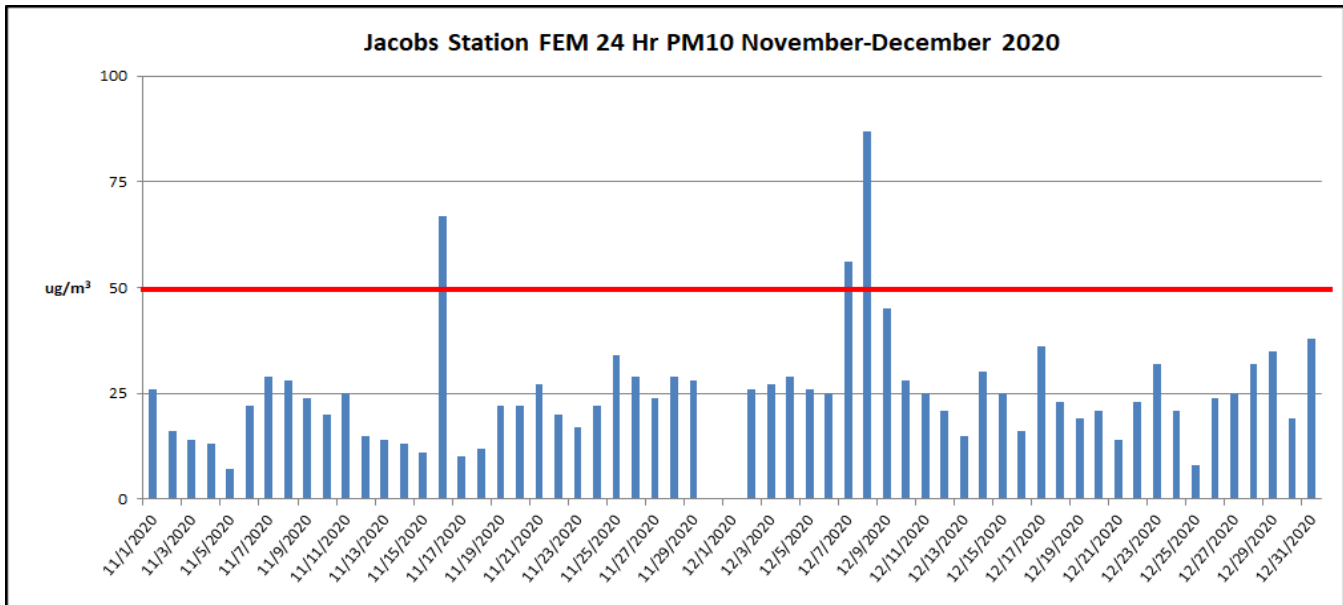
Particulate Levels in Relation to CA Ambient Air Quality Standards

	Jacobs	Crescent City	Weaverville
Max FEM 24-hour PM₁₀ (November-December 2020)	174%	NA	NA
FEM PM₁₀ Rolling Arithmetic Mean (January 2020-December 2020)	105%	NA	NA
Max FRM 24-hour PM_{2.5} (November-December 2020)	105%	NA	NA
FRM PM_{2.5} Rolling Arithmetic Mean (January 2020 – December 2020)	76%	NA	NA
Max non-FEM 24-hour PM_{2.5} (November-December 2020)	NA	91%*	111%*
Non-FEM PM_{2.5} Rolling Arithmetic Mean (January 2020- December 2020)	NA	92%*	106%*

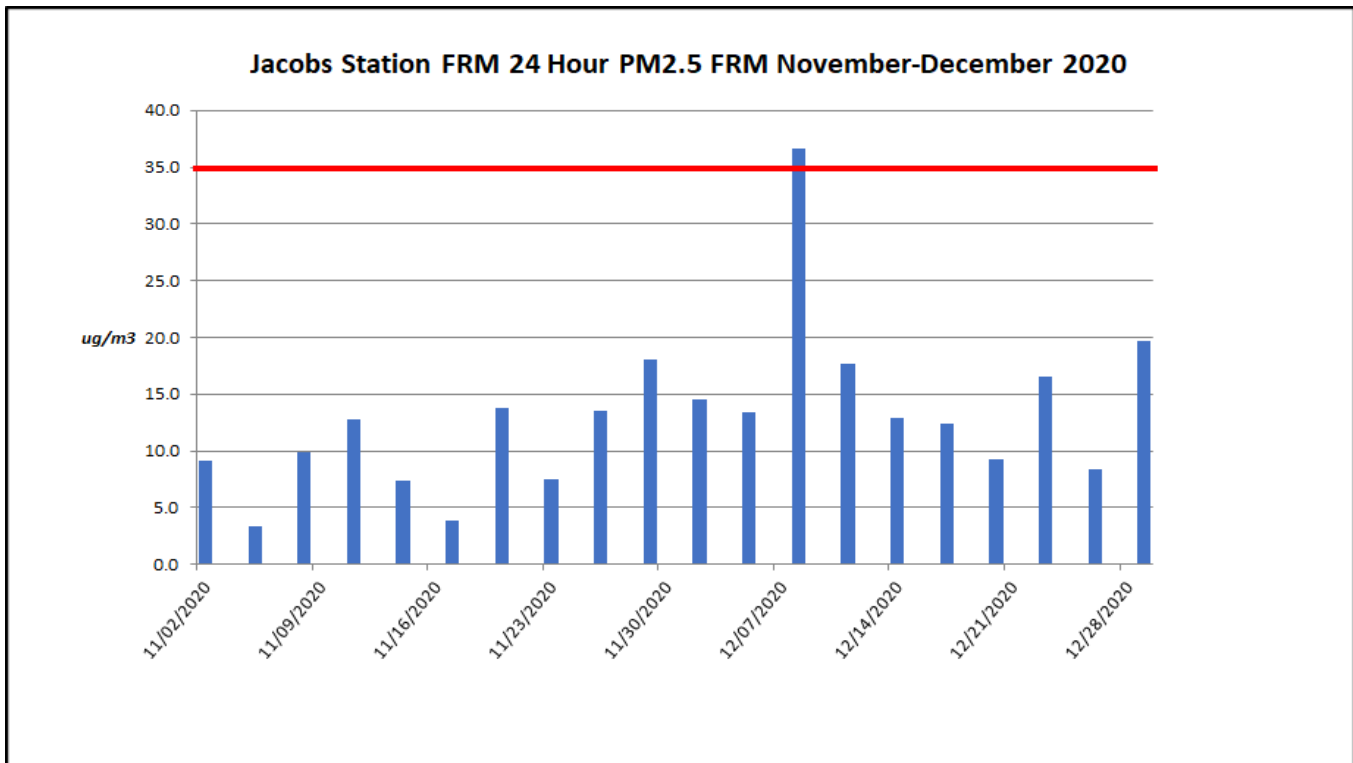
- Data unavailable

* Instrument not used for Federal Attainment Designation

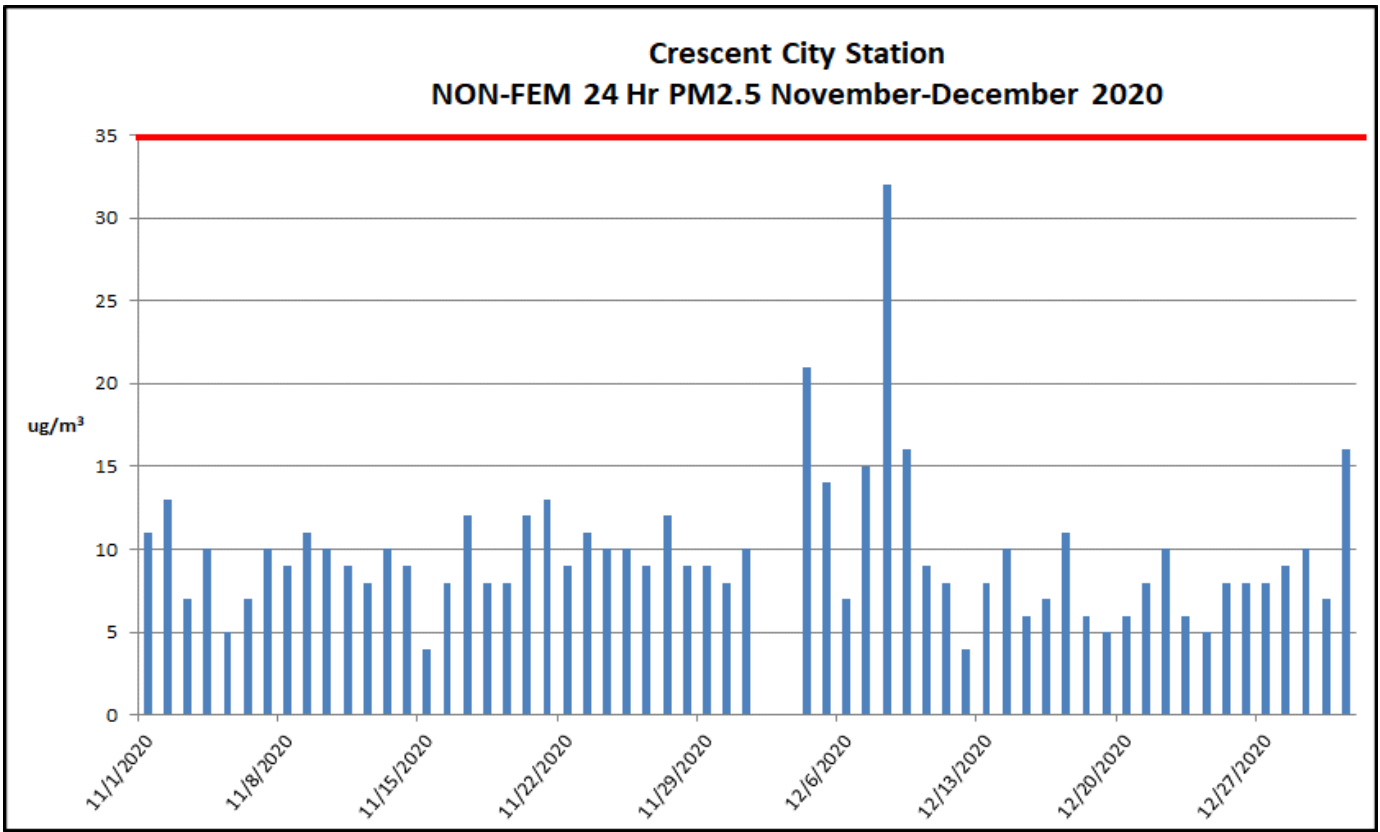
Detailed Graphs:



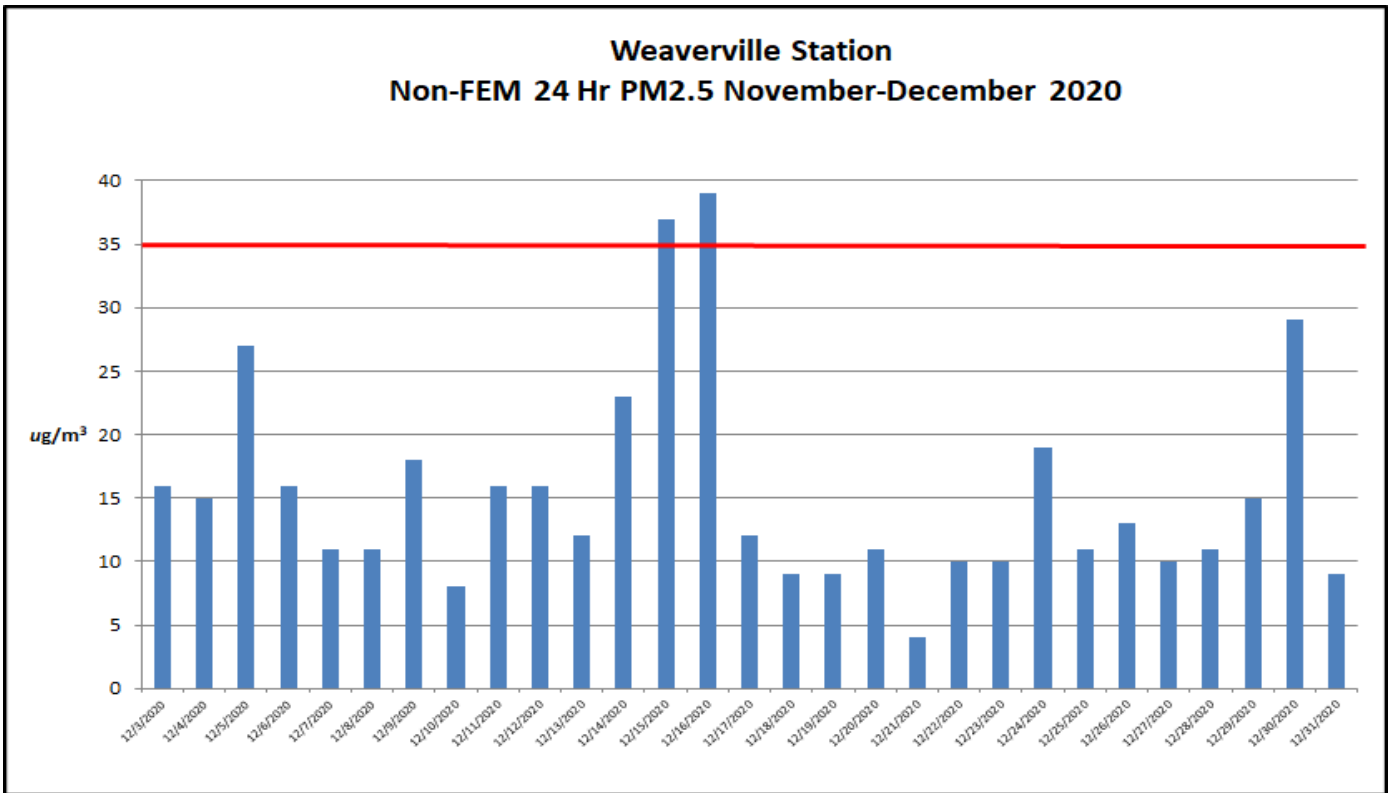
- 24 Hour California AAQS is 50 ug/m³, Federal AAQS is 150 ug/m³.
- California Annual Arithmetic Mean AAQS is 20 ug/m³.
- Humboldt County is classified as non-attainment for this pollutant.



- Federal AAQS is 35 ug/m³. There is no separate state standard.

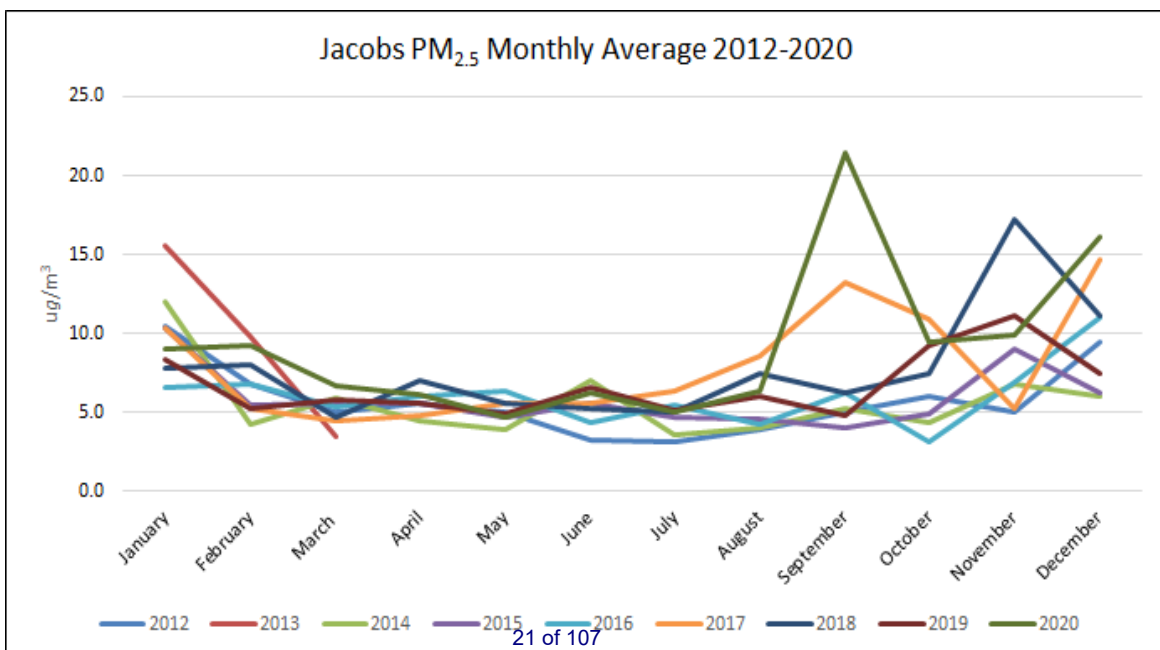
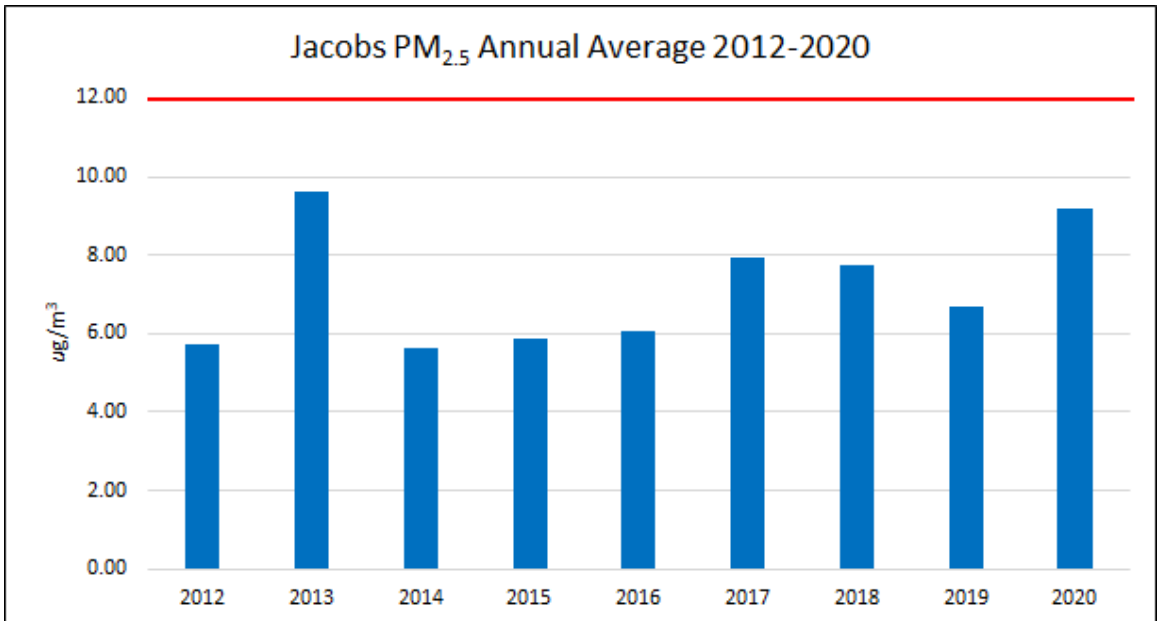
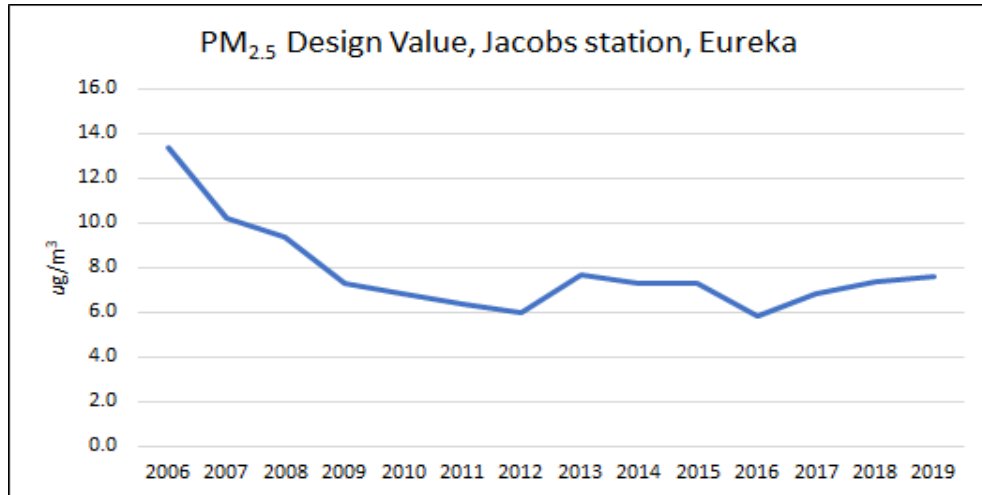


- Federal AAQS is 35 ug/m3. There is no separate state standard.

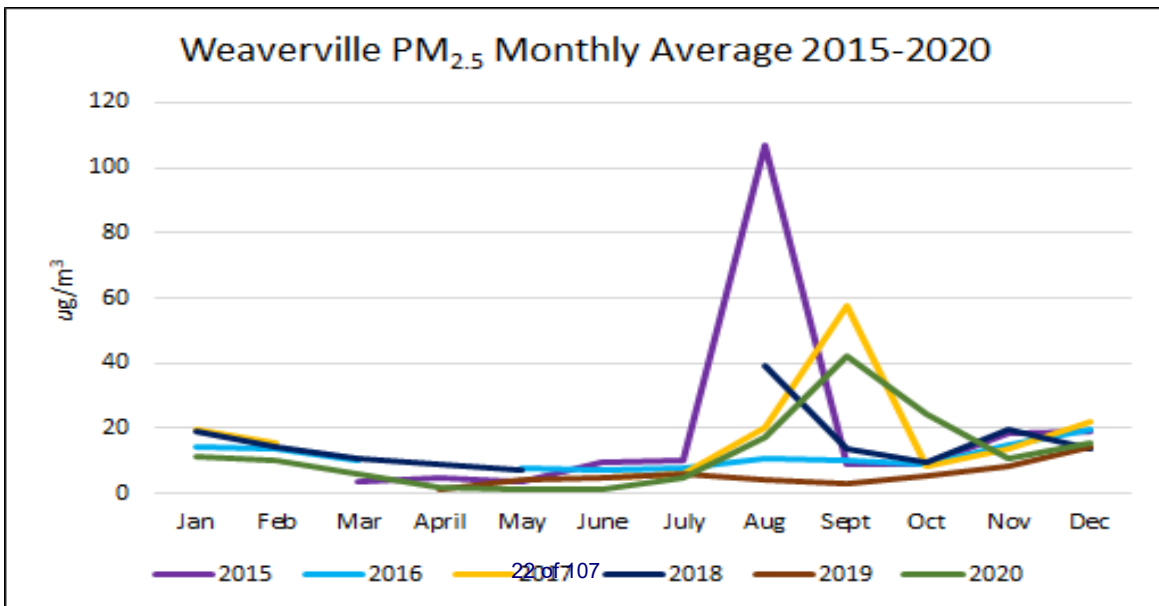
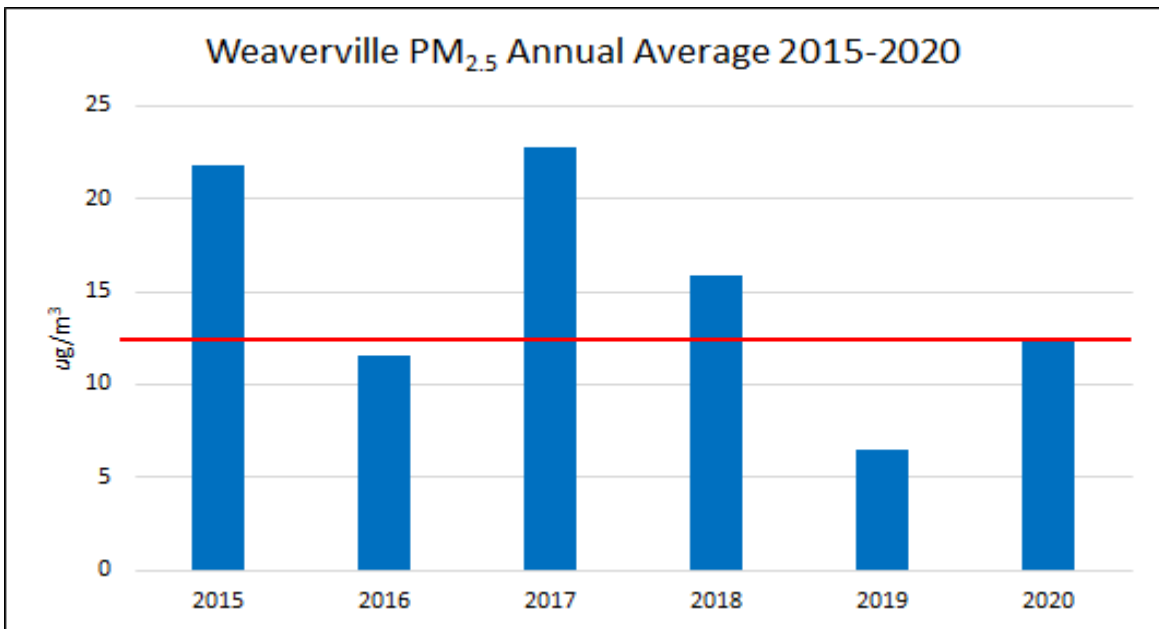
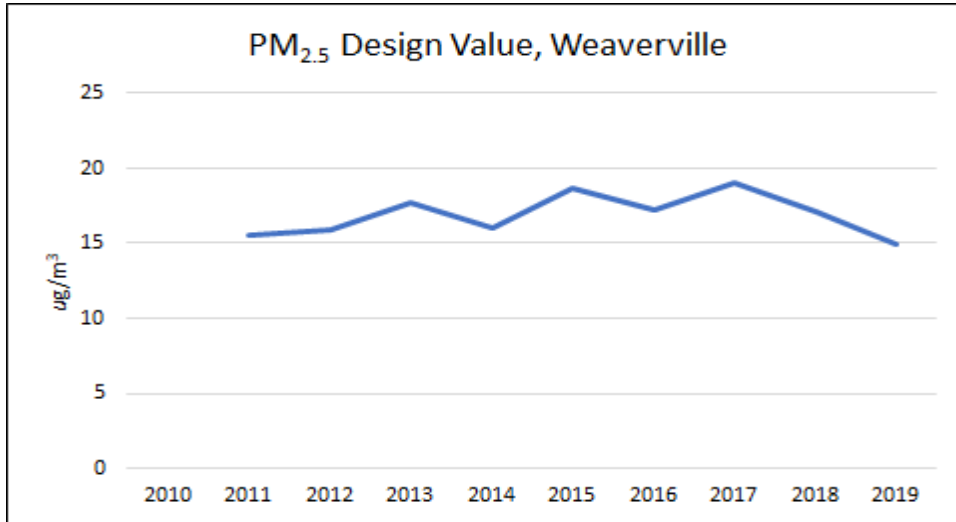


- Federal AAQS is 35 ug/m3. There is no separate state standard.

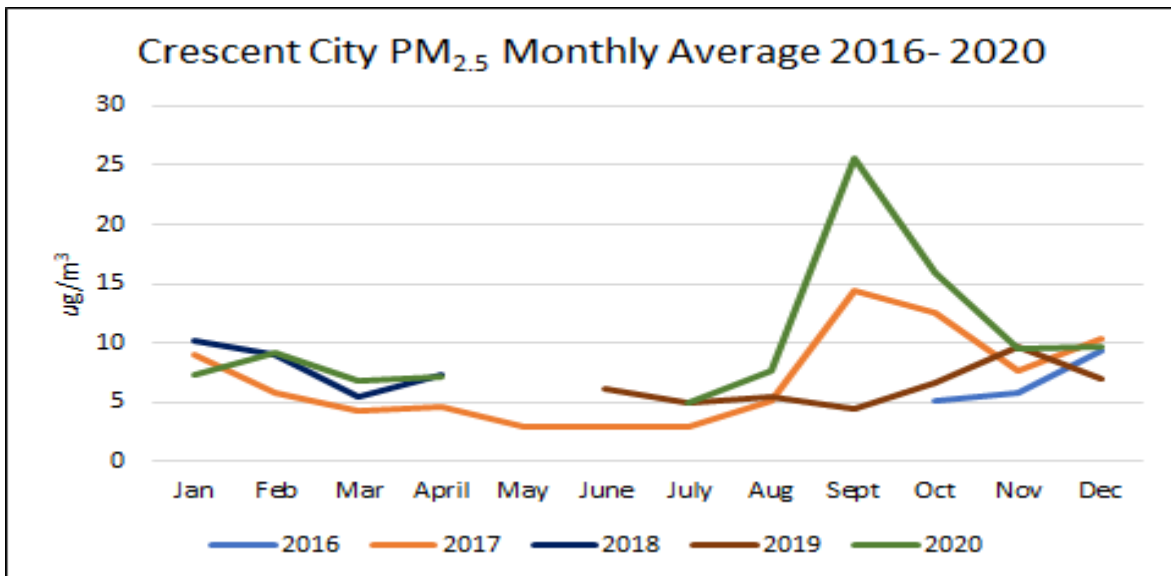
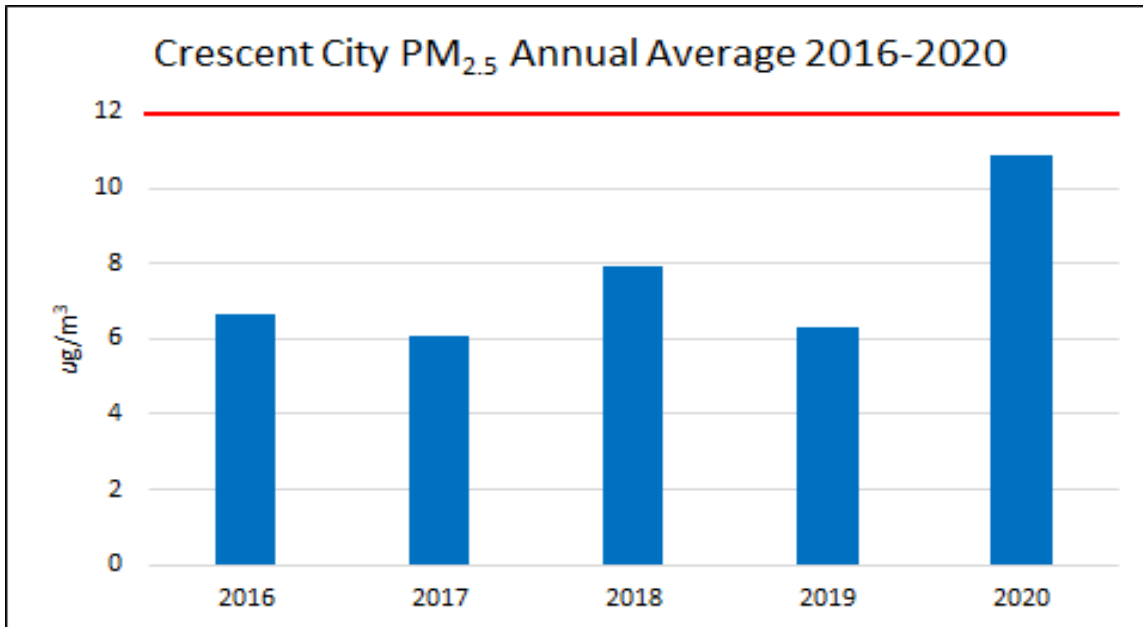
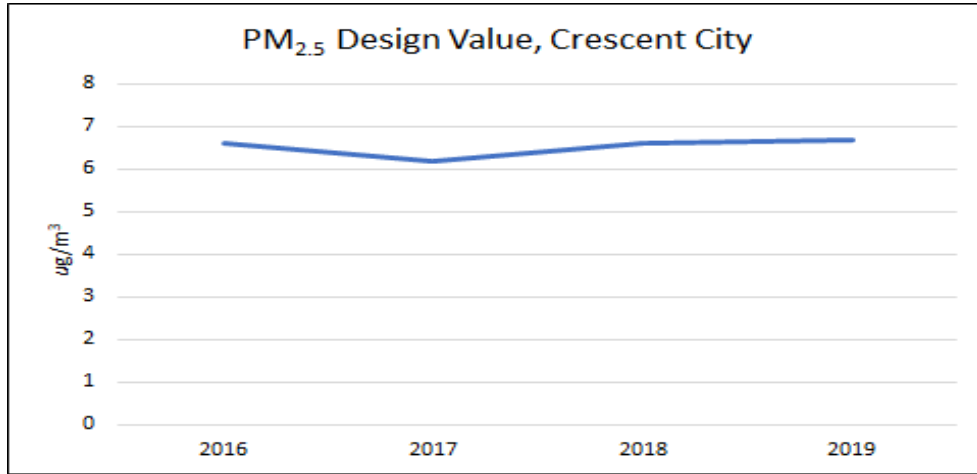
Eureka PM_{2.5} Trends



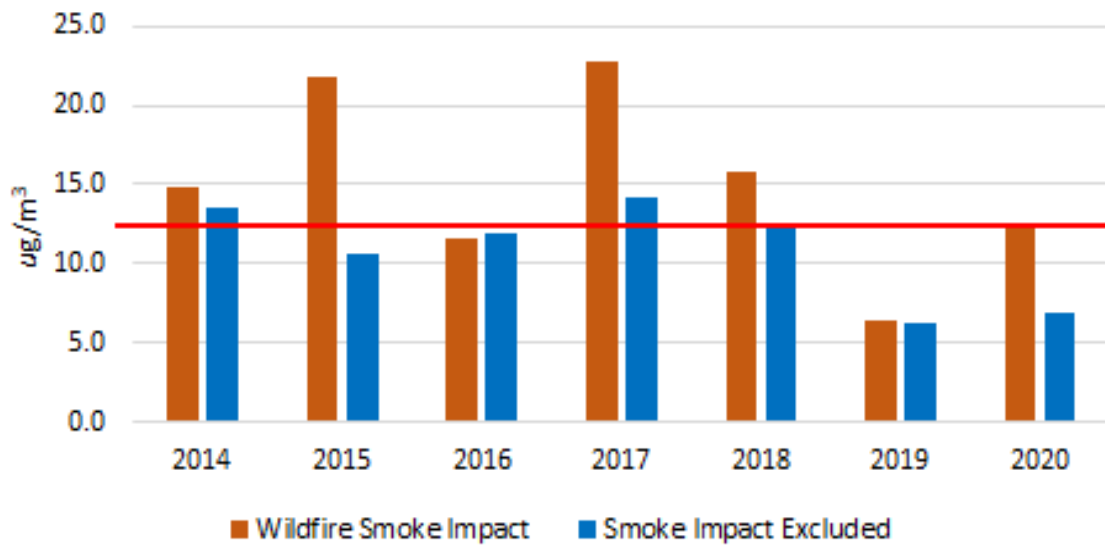
Weaverville PM_{2.5} Trends



Crescent City PM_{2.5} Trends



Weaverville Annual Average with and without Wildfire impacts



Agenda Item: 4.3

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TO: North Coast Unified Air Quality Management District Board

FROM: Brian Wilson, APCO

SUBJECT: Additional PM_{2.5} Air Monitoring Grant Funding

DATE: March 18, 2021

ACTION REQUESTED: By Consent, Accept Additional Grant Funding for Air Monitoring Equipment and Authorize Its Expenditure in the FY 2020-21 Budget

SUMMARY:

Every year the District submits a grant request to EPA for funds available under the Federal Fine Particulate Program grant funding (Clean Air Act Section 103). As a result, in past years the EPA has typically provided about \$9,100 in grant funds that the District applies toward PM_{2.5} monitoring operations at Jacobs.

In response to the District's request for FY 2020-21, the EPA also finally approved an additional \$20,000 for replacement of the existing continuous non-FEM PM_{2.5} monitor (Met One BAM 1020) in Weaverville. This is reflected in the current District budget.

However, more recently the District applied for and also received \$32,024.62 in supplemental EPA PM_{2.5} grant funds through a Sub-Recipient Agreement with CAPCOA. The requested funds were for the purchase of an another PM_{2.5} instrument and associated shelter for the Crescent City air monitoring station location. The existing continuous PM_{2.5} GRIMM monitor has been quite problematic since purchase in 2011 (which replaced the labor intensive manual filter-based Hvol PM₁₀ instrument). Because the Grimm 180 cannot meet federal flow requirements and correlation standards, it creates the need for waiver applications and improvement plan reporting.

In order to spend the additional funds before the end of the current grant cycle in March, the Board will need to approve and accept the funding into the District's FY 2020-21 Budget. Specifically, the District needs to take action to accept and expend these supplemental funds into the present fiscal year as follows:

Budget Line Item	Proposed Additional
<u>Income</u> 47110 Grant, Air Monitoring PM2.5	\$ 32,024.62
<u>Expense</u> 66105 Air Monitoring Fixed Assets >\$5000	\$ 32,024.62

In summary, Staff recommends the Board accept the additional \$32,024.62 in federal Clean Air Act Section 103 Funding and authorize its expenditure in the FY 2020-21 Budget as outlined above.

Agenda Item: 5

Agenda Item: 6

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TO: North Coast Unified Air Quality Management District Board

FROM: Brian Wilson, APCO

SUBJECT: Increase District X-Factor by Consumer Price Index

DATE: March 18, 2021

ACTION REQUESTED: Adopt Resolution 2021-2: Increase District X-Factor by Consumer Price Index (CPI)

SUMMARY:

Each year as part of the budget adoption process, the Governing Board adopts a dollar value for the value of "X" in the fee tables (referred to as 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.

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.

Aside from CPI increases to the X-Factor, the Board of Directors several years ago approved only two general programmatic increases to the X-Factor beyond CPI to align fees charged with costs incurred with operation of District programs. Part of that discussion included the understanding that it would be necessary to include any future annual CPI increases to the X-Factor as CPI was part of the forecasted calculations.

At this time in preparation of the District FY 2021-22 Budget, the present X-Factor needs to be increased by the current CPI of 2.85% in order keep pace with program costs as most of the rates are structured in this manner. However, a general or programmatic increase in the X-Factor beyond CPI is not anticipated or required. In accordance with District Rule 400 the X-Factor would increase from \$142 to \$146. This would only affect fees or revenue items that have a X-Factor component in the fee regulations. The proposed Resolution 2021-2 is attached for consideration and approval.

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Resolution 2021-2:

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, 2020 to December 31, 2020 in the Consumer Price Index: All Urban Consumers, California, all items (1982-84=100)] was 2.85315%.

THEREFORE, BE IT RESOLVED, that the North Coast Unified Air Quality Management District Board hereby increases the Regulation IV, Rule 400 X-Factor by 2.85%, and rounded to the nearest whole dollar.

Board Chair

Date:

Clerk of the Board

Date:

Agenda Item: 7

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TO: North Coast Unified Air Quality Management District Board

FROM: Brian Wilson, APCO

SUBJECT: Approve Contract for Financial Audit Services

DATE: March 18, 2021

ACTION REQUESTED: Authorize APCO to enter into a Professional Service Contract with *(Board to be updated at meeting)* for Financial Auditing Services for the fiscal years ending June 30, 2018, 2019, & 2020

SUMMARY:

Jackson & Eklund Accounting was contracted to perform the financial audit for the District for the last three fiscal years (FYs 15-16, 16-17, and 17-18) under extension agreement in 2016. Usually, the audit findings are presented early in the calendar year following, however the financial audit review of the FY 17-18 report was delayed as the District's Financial & Human Resources Administrator had been out on sick leave for quite an extended time. In addition, the District would be typically already looking to enlist the services of an auditor for the next FY that just ended (FY 18-19).

Given the delay and that the Financial & Human Resources Administrator was not scheduled to return until toward the end of the year, Staff felt it was most prudent to utilize the services of Jackson & Eklund Accounting for accounting services support to close the previous fiscal year and prepare the financial statements. Jackson & Eklund Accounting provided these services and was willing to forgo performing the audit for FY 17-18. Since Jackson & Eklund has been the recent auditor for the District, they are familiar with the District's financial accounting and were the best candidate to perform these services in a timely manner.

In addition, the California Government Code § 12410.6 indicates that: *"a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years."*

Given the above information, the District needs to enlist the services from a professional financial accounting services company with government experience to perform financial

audits for the FY 17-18, FY 18-19, in addition to FY 19-20. These audits will be performed in accordance with all applicable and generally accepted auditing standards including: the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing: Standards, including GASB 34, 40, 42, 43, 45, 46, 47, 67 and 68 requirements, U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations; State of California Controller's Minimum Audit Requirements for California Special Districts.

After Board approval, the District initially issued an RFP in January 2021 to qualified firms of certified public accountants to perform an outside audit its Financial Statements with the option of auditing its Financial Statements for up to an additional three subsequent fiscal years as allowed. In response to the initial RFP, only one entity submitted a proposal, Brown Armstrong from Bakersfield, which was found to be responsive to the needs of the RFP and competitive with previous audit costs.

This proposal was presented to the Board for review and approval, and it was determined through the discussion that the Board found it advantageous to the District to have a local firm perform auditing services. The Board elected to reject all proposals received and directed Staff to re-issue the RFP with additional outreach to local firms. A second RFP was issued on February 16, 2021.

At the time of the publication of this Board Agenda and Memorandum, the District has not yet received responses to the second RFP issued which required responses to be submitted by Friday, March 12, 2021. Staff plans to update the Board at the meeting with any proposals received to the RFP.

NORTH COAST UNIFIED AIR QUALITY MANAGEMENT DISTRICT

Public Notice is hereby given that the North Coast Unified Air Quality Management District (NCUAQMD) has issued a Request for Proposal (RFP) for professional financial auditing services for the fiscal years ending June 30, 2018, 2019 and 2020.

Proposals may be submitted to the NCUAQMD, 707 L St., Eureka, CA 95501, attention Penny Costa, Financial and Human Resources Administrator, or emailed to support@ncuaqmd.org.

Copies of this notice, and the complete Request for Proposal are available for viewing beginning Tuesday, February 16, 2021 at the District office; by calling (707) 443-3093, or by visiting the District's website (www.ncuaqmd.org).

Proposals will be accepted until 5:00 pm, March 12, 2021.

**REQUEST FOR PROPOSAL
for
PROFESSIONAL FINANCIAL AUDITING SERVICES**

for the

NORTH COAST UNIFIED AIR QUALITY MANAGEMENT DISTRICT

For the fiscal years ending June 30, 2018, 2019, & 2020

Submittal Deadline: March 12, 2021



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

A. GENERAL INFORMATION

Government Code section 26909 requires regular fiscal audits of government agencies. The North Coast Unified Air Quality Management District (“District”) is requesting proposals from qualified firms of certified public accountants to perform an outside audit its Financial Statements for compliance with Government Code Section 26909, for the fiscal years ending June 30, 2018, 2019, and 2020, with the option of auditing its Financial Statements for up to an additional three subsequent fiscal years. *The District requires proposals to be submitted by **March 12, 2021.***

These audits are to be performed in accordance with all applicable and generally accepted auditing standards including: the standards set forth for financial audits in the General Accounting Office’s (GAO) Government Auditing: Standards, including GASB 34, 40, 42, 43, 45, 46, 47, 67 and 68 requirements, U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations; State of California Controller’s Minimum Audit Requirements for California Special Districts. More detailed information on the District and its finances can be found in the June 30, 2017 Financial Statements. A copy of this report is provided as background information.

The District reserves the right to reject any or all proposals submitted by applicants (“Applicants”). During the evaluation process, the District reserves the right to request additional information, or to allow corrections of errors or omissions. The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

B. SCOPE OF WORK AND SERVICES

1) Scope of Work to be Performed

a. Financial Statements

The District desires an Auditor to express an opinion as to whether the District’s basic Financial Statements are fairly presented, in all material aspects, in conformity with United States generally accepted accounting principles. The Auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

b. Required Supplementary Information (RSI)

The following RSI is required by generally accepted accounting principles and will be subject to certain limited procedures, but are not required to be audited:

- 1) Management’s Discussion and Analysis (MD&A) (if provided)
- 2) Budgetary Comparison Schedule
- 3) Retirement Plan
- 4) Schedule on Funding Progress for the Retiree Health Plan

The following supplementary information should be subject to the auditing procedures applied in the audit of the basic financial statements and the Auditor should provide an

opinion on it in relation to the basic financial statement (or the following information will be included as part of the basic financial statements):

- 1) Schedule of operating expenses
- 2) Summary of changes in property plant and equipment
- 3) Summary of insurance policies/coverage.

In supplement to the District's basic financial statements, the Auditor shall communicate in a Management Letter any recommendations or reportable conditions found during the audit. Such information, although not a part of the basic financial statements, the Governmental Accounting Standards Board considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses shall be identified as such in the report. Non-reportable conditions discovered by the auditors shall also be reported in a separate letter to District management and the Governing Board. Auditor shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware to the Governing Board and District management.

c. Audit Procedures – Internal Controls

Although an audit is not designed to provide assurance on internal control or to identify significant deficiencies, the Auditor should communicate with District management internal control related matters that are required to be communicated under professional standards and Government Auditing Standards.

Audits should include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls considered relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests, if performed, should be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion should be expressed in a report on internal control issued pursuant to Government Auditing Standards.

- d. Prepare the State Controllers Financial Report for Special Districts in accordance with applicable standards and requirements.
- e. Provide assistance and advice during the audit engagement regarding compliance with applicable GASB standards and internal controls.
- f. Provide answers to questions from staff and District management regarding audit reports.

2) Special Considerations

a. Typical Audit Schedule and Performance of Field Work

The District anticipates and expects the major field work for the District to begin on or near the middle of October of each year. This does not include preliminary field work which may occur shortly after the end of the Fiscal Year.

The Auditor should plan to do the following activities:

- Meet with the District's management team (Executive Director and Financial Administrator) at the beginning of the audit process to discuss the scope and the schedule of the audit. Auditor should also meet periodically with the District's management team to discuss timing and progress, and at the conclusion of the audit discuss audit findings and recommendations.
- Meet with the Governing Board to present the audited financial statements.
- Dedicate sufficient staff to minimize the undue interferences with normal District operations.

The Auditor shall provide to the District a draft copy of the Audit Report and Management Letter in adequate time to meet District Meeting schedules. Typically, this has been done no later than January 31st of each year in order to present to the District Governing Board at the February or March Board meeting. In addition to meeting with Staff, Auditor is expected to attend and present its findings at the meeting, at which the General Purpose Financial Statements are also typically presented to the Governing Board.

b. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the Auditor's expense, for a minimum of five (5) years, unless the Auditor is notified in writing by the District of the need to extend the retention period. The Auditor will be required to make working papers available, upon request by any of the following parties or their designees:

- North Coast Unified Air Quality Management District
- Parties designated by State or Federal Government and/or agencies thereof.
- Auditors of entities which the District is a sub recipient of grant funds.
- Parties designated by the Federal or State governments or by the District as part of an audit quality review process.

In addition, the Auditor shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

c. Liability Insurance

Auditor must maintain comprehensive general liability and professional liability insurance coverage.

d. Eligibility Qualifications

Companies, or any individual currently with the firm, who may have provided bookkeeping, financial, or independent auditor services to the District within the previous 6 years are disqualified from providing professional financial auditing services as outlined in this RFP document.

C. DISTRICT BACKGROUND INFORMATION

1) Contact Information:

North Coast Unified Air Quality Management District (NCUAQMD)
707 L Street, Eureka CA 95501
(707) 443-3093

District Management Team for audits:

Executive Director & Air Pollution Control Officer (APCO):

Brian Wilson, bwilson@ncuaqmd.org, x126

Deputy APCO (and Permitting & Planning Division Manager):

Jason Davis, jdavis@ncuaqmd.org, x114

Financial & Human Resources Administrator:

Penny Costa, pcosta@ncuaqmd.org, x117

2) Budgetary Basis of Accounting

The District prepares its budgets on a basis consistent with generally accepted accounting principles.

3) Pension Plans

The District participates in the California Public Employees' Retirement Association (CalPERS), an agent multiple-employer public employee retirement system.

4) Other Post Employment Benefits (OPEB)

The District offers a OPEB such that retired employees hired by the District before September 1, 2013, who meet P.E.R.S. retirement guidelines will have the same health insurance benefits as an active employee. Once a retired employee reaches age 65 and qualifies for Medicare the District will pay for a Medicare Supplement. Employees hired by the District on or after September 1, 2013, who meet P.E.R.S. retirement guidelines shall receive post-retirement health insurance benefits consistent with the vesting schedule set forth in Government Code section 22893 and the District Resolution No. 2013-6.

5) Current Financial Software

The District currently uses QuickBooks by Intuit financial software.

6) Availability of Prior Audit Reports and Working Papers

Interested applicants who wish to review prior years' audit reports and management letters should contact Ms. Penny Costa, Financial & Human Resources Administrator at (707) 443-3093, extension 117. A copy of the most recent audit is available upon request. The District will use its best efforts to make prior audit reports available to applicants to aid their response to this request for proposals

D. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

1) Statements and Schedules to be Prepared by District Staff

District Staff members will be made available to assist in the audit. The District will prepare any necessary schedules and provide documents (invoices, checks, Board minutes, etc.). In addition, Staff will be available to respond to any questions which may arise during the audit.

2) Work Area, Telephones, Photocopying and Fax Machines

The District will provide the Auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to photocopying facilities and fax machines to be used for the audit.

3) Report Preparation

Report preparation and printing for the Annual Financial Report shall be the responsibility of the Auditor.

E. SELECTION PROCEDURE AND CRITERIA

1) Selection Process

The selection process will involve the review of the Applicant's Proposal for compliance with the requirements of the RFP. In addition, they will be evaluated for experience of assigned personnel with similar engagements, qualifications of the firm, and approach to the engagement. Cost will also be considered, however, this will not be a sole selection criterion. Based upon the review of the written proposals, those determined to most closely meet the needs of the District may be interviewed. A final recommendation will be made to the Governing Board, which will award the agreement.

F. SELECTION PROCEDURE AND CRITERIA

1) General Requirements & Submission of Proposals

The Proposal should respond to the following information to be considered:

- a. Copies: One unbound copy of the Proposal to the District.
- b. Transmittal Letter: A signed letter of transmittal briefly stating the Applicant's understanding of the work to be done, the commitment to perform the work within the time period and a statement that the Proposal is a firm and irrevocable offer for 60 days.

- c. General Requirements: The Proposal should demonstrate the qualifications, competence and capacity of the Applicant seeking to undertake an independent audit of the District and address all the points outlined in the Request for Proposal.
- d. License to Practice in California: An affirmative statement should be included that the Applicant and all assigned key professional staff are properly licensed to practice in California.
- e. Auditor Qualifications and Experience: The Applicant should state the size of the firm, the size of the firms' governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement.
 - a. The Applicant is also required to submit a statement regarding status of the report on its most recent external quality control review. The report must have included a review of specific governmental engagement.
 - b. The Applicant shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations, as well as any pending or settled litigation within the past three (3) years.
- f. Qualifications and Experience: Partner, Supervisory and Staff Qualifications and Experience should be included. Identify the principal supervisory and management staff who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in California. Provide information on the government auditing experience of each person.
 - a. Audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience. However, in either case, the District retains the right to approve or reject replacements.
- g. Similar Engagements with other Governmental Entities: List the most significant engagements performed in the last five years that are similar to the engagement described in this request for proposal. Indicate telephone number of the principal client contact.
- h. Specific Audit Approach: The proposal should set forth a work plan, including an explanation of the audit methodology to be followed.
- i. Dollar Cost: The proposal should include the cost to complete the proposal as per the above requirements in this Request for Proposal for each of the three years requested. The District will not be responsible for expenses incurred in preparing and submitting this proposal
- j. Out-of-Pocket Expenses: All estimated out-of-pocket expenses to be reimbursed should be detailed in the proposal. All expense reimbursements will be charged against the total maximum price submitted by the firm.

Agenda Item: 8

**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: Modification of Employee Job Descriptions

DATE: March 18, 2021

ACTION REQUESTED: Approve Proposed Updated Employee Job Descriptions for *Administrative Support, Administrative Assistant, and Financial & Administrative Services Division Manager*

SUMMARY:

When a position becomes vacant, Staff typically reviews the job description and may recommend updates or revisions as necessary prior to re-filling the position. The District's *Executive Assistant* position is now currently vacant, and the job description was last updated in 2016. In addition, the District's *Administrative Support* position is still vacant from last year, which is presently being filled by outside temporary staff.

Update revisions to these positions are desired and the existing and proposed job position descriptions are attached. The proposed updated job descriptions have been modified to better represent the job duties for the position, and are attached for review and approval. The current representative duties were also based upon review of other air districts job descriptions for the associated job duties.

At this time, the APCO proposes that these two positions report to the existing *Financial & Human Resources Administrator* rather than directly to the APCO. In addition, upon review of other similar government entities and for consistency, Staff proposes a change in title of this management position to *Financial & Administrative Services Division Manager*. The employee currently in this position, Ms. Penny Costa, supports this change in her job description and accompanying responsibilities. The proposed and current District organizational charts are also attached to aid in understanding this minor change.

Staff recommends and requests that the Board approve the three proposed updated job position descriptions and the change in organizational structure as proposed.

**North Coast Unified
Air Quality Management District**
707 L Street, Eureka, CA 95501
www.ncuagmd.org



**Job Description:
ADMINISTRATIVE SUPPORT**

GENERAL:

Under immediate and general supervision of the Financial & Administrative Services Division Manager, the Administrative Support position primarily provides clerical support for Front Office and District program activities and direct support in issuing Burn Permits and other program support functions. The position responds to all incoming telephone calls, transfer calls to staff, and responds to general information questions from the public. The position will also assist with general Front Office tasks such as receiving and sorting mail, office filing, clerical support, including the issuance of burn permits, complaint response and tracking, and wildfire response. The position additionally performs varied technical and non-technical support work for the District such as data entry, regulatory reporting, and records management.

The Administrative Support position also assists with District programs, and projects, in a support and/or backup role as required of the District's air quality management activities. The position performs responsible and complex clerical duties for the implementation and monitoring of specific programs relieving District staff of a variety of administrative and clerical details. It is also responsible for a variety of support functions, including but not limited to, assisting management in the preparation of letters, documents and plans, updating and analyzing administrative programs policies and procedures, and may help maintain and update the District's website and social media outreach platforms.

EXAMPLES OF DUTIES:

The following is an illustrative partial description and is not a comprehensive list of duties:

- Provides general administrative and clerical support and assists with Front Office tasks such as front desk reception, receiving and sorting mail, office filing, and clerical support.
- Ensures that the office administrative and related support functions are effectively performed in a timely manner.
- Responds to all incoming telephone calls, transfer calls to staff, relays messages, and responds to general information questions from the public.
- Coordinates and participates in office support work by performing multiple duties to ensure efficient District services.
- Assists with complaint response and tracking, and resolution.
- Performs varied technical and non-technical support work for the District such as data entry, regulatory reporting, and records management.
- Serves as support and backup for the District Open Burn Program including the receiving and processing of Burn Permit applications and renewals.
- Supports the District Smoke Management Program with the issuance of Burn Authorizations, Burn Day notifications, and through the review and processing of Smoke Management Plans as necessary.

- Assists in the receiving and processing of other District program applications (Asbestos, Grants, stationary source permits) and performs reviews to ensure applications are complete along with proper payment.
- Assists in the District's wildfire response.
- Processes payments for District permits and programs, reconciles register receipts, and reconciles District online program transactions.
- Oversees, coordinates, and maintains District facilities, vehicles and office equipment.
- Assists in the processing of Public Records Requests (PRR) as directed, following District rules and regulations, California Health & Safety Code, and Government Code requirements.
- Processes District checks and payments, adhering to District policies and procedures in distributing, logging, and tracking payments.
- Assists with District programs, projects, in a support and/or backup role as required of the District's air quality management activities.
- Performs responsible and complex clerical duties for the implementation and monitoring of specific programs relieving District staff of a variety of administrative and clerical details.
- Attends to a variety of office administrative details, such as keeping informed of District activities, arranging and maintaining meetings, scheduling appointments, transmitting information, processing staff schedules, and maintaining records on permits, applications, and notices.
- Provides information externally and internally regarding District policies and/or procedures.
- Maintains and updates the District's website and social media outreach platforms as directed.
- Prepares letters and documents and assist with other customer service related activities.
- Assists in the distribution of mailings and public notices.
- Provides support to the implementation of District grant programs as necessary.
- Assists the Clerk of the Boards with documents and reports as necessary.
- Assists the District Safety Officer as directed, and in assuring District compliance with federal and State OSHA and related safety rules and regulations.
- Makes copies, collate, bind and staple, and file documents and reports as needed.
- Maintains the reception and Front Office area(s).
- Other duties as assigned and as required to fulfill the essential functions of the position.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS:

- Knowledge of administrative and clerical procedures.
- Knowledge of customer service principles and practices.
- Office computer literacy.
- Excellent verbal and written communication skills.
- Strong interpersonal skills.
- Maintain a positive attitude and contribute toward a quality work environment.
- Attend, participate in and support training and staff meetings.
- Possess excellent verbal and written communication skills; ability to deal constructively with conflict and develop effective resolutions.
- Ability to establish and maintain cooperative working relationships with staff.
- Ability to work well in an environment requiring multi-tasking.
- Demonstrated prior experience such as progressively responsible customer service, administrative, or receptionist job duties
- Any combination of training and experience that would provide the required knowledge, skills and abilities may be qualifying.
- High school diploma or equivalent, plus two years of education and/or experience beyond that which would be obtained through a High School Diploma
- Equivalent demonstrated experience such as five years of progressively responsible administrative or clerical experience.

- Possession of a valid California Driver's License.

DESIRABLE QUALIFICATIONS:

- One year progressively responsible clerical or secretarial experience.
- Two years of education beyond High School that provides a level of education equivalent to an associate degree.
- Two years of experience providing administrative and/or front office support services to a governmental or regulatory body.
- Prior employment in the field of customer service, administrative, or receptionist job functions.
- Prior employment experience with a regulatory and/or governmental body.
- Knowledge of principles and practices of an air district including basic air pollution control and programs.

COMPENSATION:

The position is paid bi-weekly with a monthly salary range within the Payroll Range 200 (\$27,602 - \$42,386). Salary is commensurate with education and experience.

**North Coast Unified
Air Quality Management District**

707 L Street, Eureka, CA 95501
Telephone (707) 443-3093 FAX (707) 443-3099
<http://www.ncuaqmd.org>

**Job Description:
Administrative Support**

GENERAL:

Under the general direction of the Air Pollution Control Officer (APCO) and/or Deputy APCO, the Administrative Support Position provides the primary support for Front Office activities including support in issuing Burn Permits. The position will primarily respond to all incoming telephone calls, transfer calls to staff, and respond to general information questions from the public. The position will also assist with general Front Office tasks such as the issuance of burn permits, complaint response and tracking, wildfire response, receiving and sorting mail, office filing, and clerical support. The position may additionally maintain and update the District's website and social media outreach platforms, and/or be required to prepare letters and documents and assist with other customer service related activities.

PRINCIPLE DUTIES:

- Answer telephone, screen and direct calls
- Take and relay messages
- Provide information to callers
- Serve as support and backup for the District Burn Program including the issuance of Standard and Non-Standard burn permits
- Assist the District Burn Program in the management of Smoke Management Plans, including the issuance of Burn Authorizations
- Assist in the District's wildfire response
- General administrative and clerical support
- Handle citizen complaints
- Deal with queries from the public
- Prepare letters and documents
- Receive and sort mail and deliveries
- Manage, maintain, and order office supplies
- Schedule appointments
- Make copies, collate, bind and staple, and file documents and reports as needed
- Maintain the District's staff calendar
- Maintain the reception and Front Office area(s)
- Assist in the coordination of District vehicles and building maintenance, operation, and services
- Provide support to the implementation of District grant programs as necessary
- Assist the Clerk of the Boards with documents and reports as necessary

- Completion of temporary work as assigned
- Ensures knowledge of staff movements in and out of organization
- Assist in the oversight and update of the District's website and social media outreach platforms
- Assist with other customer related duties as assigned
- *Other duties as assigned*

EDUCATION AND EXPERIENCE:

- Knowledge of administrative and clerical procedures
- Knowledge of customer service principles and practices
- Office computer literacy
- Excellent verbal and written communication skills
- Strong interpersonal skills
- Maintain a positive attitude and contribute toward a quality work environment.
- Ability to deal effectively and calmly in difficult situations dealing with sources and the general public
- Attend, participate in and support training and staff meetings
- High school diploma or equivalent, plus two years of education and/or experience beyond that which would be obtained through a High School Diploma
- Demonstrated prior experience such as progressively responsible customer service, administrative, or receptionist job duties
- Possess valid California Drivers License

DESIRABLE QUALIFICATIONS:

- Three years of education and/or experience beyond High School that provides a level of education equivalent to an associate degree
- One year progressively responsible clerical or secretarial experience
- Prior employment experience with a regulatory and/or governmental body
- Prior employment in the field of customer service, administrative, or receptionist job functions

The position reports to the APCO and/or the Deputy APCO.

COMPENSATION:

The position is full time position, paid bi-weekly with a monthly salary range within the salary Range 100 (\$1,804-\$3,354). ***Salary is commensurate with education and experience.***

**North Coast Unified
Air Quality Management District**
707 L Street, Eureka, CA 95501
www.ncuagmd.org



**Job Description:
ADMINISTRATIVE ASSISTANT**

GENERAL:

Under immediate or general supervision of the Financial & Administrative Services Division Manager, the Administrative Assistant primarily provides direct financial administrative services and support, serves as the Clerk of the Boards for both the District's Governing Board and Hearing Board, and provides support to varied office administrative and general Front Office functions as required. The position assists upper management staff as well as District programs and projects, in support of the District's air quality management activities. The position may also train and coordinate the efforts of other front office staff towards the fulfillment of program goals and objectives.

This position is also responsible for a variety of support functions, including but not limited to, assisting management in the preparation of letters, documents and plans, and updating and analyzing administrative programs policies and procedures. The position may coordinate meetings, interfaces with the public, Board members, elected officials, government entities, and other agencies. As Clerk of the Boards, the position acts as the recording Secretary documenting Board actions and creating minutes of meetings, prepares Board agenda packets, memorandums, documents, and materials in preparation for Governing Board and Hearing Board meetings.

The position is confidential, as duties may involve research, analysis and exposure to confidential personnel information including salary and position surveys, payroll processing, and other related support for upper management.

EXAMPLES OF DUTIES:

The following is an illustrative partial description and is not a comprehensive list of duties:

- Provides clerical and technical financial support work related to the processing of financial transactions, accounting, reconciliation of financial and accounting records and reports, accounts payable, accounts receivable, budgeting, and/or payroll as directed.
- Helps prepare fiscal plans and estimates, develops fiscal reporting systems, implements budgetary controls; this includes accounts payable, accounts receivable, payroll, and required local, State and federal reporting.
- Tracks and processes purchase orders; reviews invoices and reports for accuracy and appropriate authorization; ensures that funds are budgeted and available and prepares documentation for payment; enters and verifies data into the District financial system to produce payment prepares payments for mailing and file copies with backup.
- Examines, analyzes, and verifies financial documents to reconcile District programs and grants, including revenue and related receivables.

- Helps calculate, verify, process and maintain payroll records; ensures compliance with laws and District policies; resolves payroll related problems; helps track and maintain all leave time for employees.
- Assists in calculating and preparing payments for employee insurances, retirement, and other employee deductions and benefits;
- Prepares various research and analysis, salary and position surveys, analysis of timecard data, District program costs, and other reviews and summaries.
- Assists in the year-end accounting and reconciliations, including data entry, journal entry, and developing support documents to provide auditors.
- Assists in the internal auditing of processes, and lends technical support to outside/external financial accounting and auditing firms, responding to and implementing auditor recommendations.
- Provides support in the preparation of the District budget.
- Creates and maintains the necessary spreadsheets to track costs by employee for various projects and grants.
- Processes, reviews, and oversees payments for District permits and programs, reconciles register receipts, and reconciles District online program transactions.
- Helps review financial procedures and transactions of District programs within the Front Office and provides training, oversight and direction as necessary.
- Assists and provides petty cash reimbursements as directed.
- Performs the duties of the Clerk of the Boards for both the Governing Board and Hearing Board as recording Secretary, and ensures Brown Act requirements are met; takes and arranges for recordings of actions in official records and prepares meeting minutes, provides notices of action taken to appropriate parties, prepares minutes, and drafts proposed orders and resolutions; issues public notices.
- Coordinates and manages requests for Variance and petitions to the Hearing Board, following District regulations and procedures.
- Assists in the preparation of staff reports for the District's Governing Board and/or Hearing Board; assists the APCO, management and staff in the preparation of agendas, memorandums, documents, and other materials.
- Receives, processes, and manages Public Records Requests (PRR) as directed, following District rules and regulations, California Health & Safety Code, and Government Code requirements.
- Oversees and maintain records for required trainings (Ethics/AB1234, etc.) and required FPPC filings for District staff, Governing Board, and Hearing Board.
- Maintains assigned District files and/or mailing lists.
- Provides general support to Front Office functions in a support and/or backup role as required, providing training, oversight and direction as necessary.
- Assists with District programs, projects, in a support and/or backup role as required of the District's air quality management activities.
- Provides general support to the District's Burn Program including the processing of permit fees, assist issuing Standard and Non-Standard burn permits, processing Smoke Management Plans, Burn Day status notifications, and/or the issuance of Burn Authorizations.
- Assists in the District's wildfire response as directed.
- Handles and processes citizen questions and complaints as needed.
- Provides general support and/or backup when necessary for the tracking and ordering of office supplies and services, coordination of maintenance for facilities, vehicles, and equipment.
- Assists the District Safety Officer as directed, and in assuring District compliance with federal and State OSHA and related safety rules and regulations.
- Coordinates and implements staff enrichment programs and general District activities.
- Responds to questions from the public and other agencies concerning policies, rules and regulations, provides information to the public, District staff and others.

- Prepares public education information including, pamphlets, brochures, public advisories, power point presentations, and other related support information.
- Assists in the development and modification of District programs and databases including but not limited to the Burn Permit Program, Complaint, and Timecard databases etc.
- Develops, implements, and coordinates District air quality programs or grant programs with the EPA, CARB, and others as assigned.
- Establishes and maintains professional and effective working relationships with the public, industry, elected and appointed officials, co-workers, and management, and interacts effectively and professionally under pressure.
- Maintain and update the District's website and social media outreach platforms as directed.
- Other duties as assigned and as required to fulfill the essential functions of the position.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS:

- Knowledge of accounting, budget development, accounts payable and accounts receivable transactions.
- Familiarity with public agency budgeting.
- Experience and knowledge involving the rules and conduct of public meetings and hearings, Brown Act.
- Possess excellent verbal and written communication skills; ability to deal constructively with conflict and develop effective resolutions.
- Ability to establish and maintain cooperative working relationships with staff;
- Ability to deal effectively and calmly in difficult situations dealing with the public, elected and appointed officials, industry, and fellow employees.
- Ability to work well in an environment requiring multi-tasking.
- Experience serving as Board Secretary/Clerk, preparation of Board agendas, minutes and other Clerk functions.
- Two years of experience performing accounting work, accounts payable, accounts receivable, budgeting, and/or payroll, either in a primary capacity or as support staff.
- Any combination of demonstrated experience that would provide the required knowledge, skills and abilities may be qualifying such as five years of progressively responsible administrative or clerical experience.
- Possession of a valid California Driver's License.

DESIRABLE QUALIFICATIONS:

- One or more years of experience providing administrative, Board Secretary/Clerk, and/or Front Office support services to a governmental or regulatory body.
- Equivalent experience to graduation from a four-year college or university in administration, finance, or a related field and/or two years of accounting, budgeting, human resources and/or auditing experience, preferably in a public agency.
- Knowledgeable and proficient with financial software (e.g. QuickBooks, OpenGov, AccuFund, etc).
- Work experience as a paralegal, or knowledge about legal requirements for filing, publishing, and processing legal notices.
- Knowledge of principles and practices of an air district including basic air pollution control and programs.

COMPENSATION:

The position is paid bi-weekly with a monthly salary range within the Payroll Range 400: Range 400.1 (\$3,542-\$4,319), Range 400.2 (\$4,353-\$5,513), Range 400.3 (\$5,904-\$7,036). Salary is commensurate with education and experience.

**North Coast Unified
Air Quality Management District**

707 L Street, Eureka, CA 95501
Telephone (707) 443-3093 FAX (707) 443-3099
<http://www.ncuagmd.org>

**Job Description:
EXECUTIVE ASSISTANT**

GENERAL:

Under the direction of the Air Pollution Control Officer (APCO), the Executive Assistant primarily provides administrative and clerical support to the APCO and upper management, acts as Clerk of the Boards for the District's Governing and Hearing Board functions, provides general support in the Front Office as required, and may serve as the District Safety Officer.

This position is responsible for a variety of support functions including but not limited to assisting management in the preparation of letters, documents and plans, and updating and analyzing administrative programs policies and procedures. The position coordinates meetings, ensures legal notifications, and provides needed support for District programs, projects, and campaigns. The Executive Assistant interfaces with the public, Board members, elected officials, government entities, and other agencies. The position also performs the duties of Clerk of the Boards for both the District's Governing Board and Hearing Board as recording Secretary, documenting board actions and creating minutes. In addition, the position also prepares agendas, memorandums, documents and materials in preparation for Governing Board and Hearing Board meetings.

This is considered a confidential position as it has access to District confidential information including personnel files, lawsuits, criminal records, investigations, collective bargaining negotiations, and other related research and analysis for upper management.

EXAMPLES OF PRINCIPLE DUTIES:

- Administrative and clerical support to the APCO and upper management;
- Prepares and distributes policies, resolutions, orders and documents from the APCO and executive management;
- Plans, coordinates, and schedules meetings for upper management as necessary;
- Prepares letters, documents, and plans;
- Filing, publishing, and processing legal notices;
- Updates and analyses administrative programs policies and procedures;
- Prepares District administrative contracts and agreements, request for proposals, and public bidding documents;
- Serves as support and backup for various Front Office functions, including answering, screening and directing calls, taking and relay messages;

- Serves as support and backup for the District Burn Program including the issuance of Standard and Non-Standard burn permits, and in the management of Smoke Management Plans, including the issuance of Burn Authorizations;
- Assist in the District's Wildfire Response and Wildfire Cost Recovery efforts;
- Works with District management and staff in the preparation of agenda, memorandums, documents, and materials for Governing Board and Hearing Board meetings;
- Receives and reviews agenda items to ensure compliance with the established procedures;
- Attends meetings of the District Governing Board and Hearing Board;
- Performs the duties of the Clerk of the Boards for both the Governing Board and Hearing Board as recording Secretary, and ensures Brown Act requirements are met;
- As Clerk of the Boards, takes and arranges for recordings of actions in official records and prepares meeting minutes, provides notices of action taken to appropriate parties, prepares minutes, and drafts proposed orders and resolutions;
- Maintains and utilizes the effective working relationships with public, elected and appointed officials and staff contacts in the course of work;
- Deals with the public and other individuals on behalf of the District to communicate District positions, programs, practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required;
- Oversees and maintain records for required trainings (AB1234, etc.) and required FPPC filings for District staff and Boards;
- Assists and serves as the District Safety Officer as directed, and in assuring District compliance with federal and State OSHA and related safety rules and regulations;
- Coordinates and implements staff enrichment programs and general District activities;
- Organizes and maintains files on special projects including research and back-up materials on a variety of issues;
- Maintains assigned District files and/or mailing lists;
- Handles citizen questions and complaints;
- Prepares Power Point presentations on assigned issues;
- Answers questions from the public and other agencies concerning policies, rules and regulations, provides information to the public, District staff and others;
- Performs extensive liaison activity and coordination with the public and staff;
- Maintains District files as assigned including litigation and collective bargaining;
- Prepares public education information including, pamphlets, brochures, public advisories, power point presentations, and other related support information;
- The nature of the professional work means that errors in analyses, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay service, or legal repercussions;
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- Graduation from a 4-year college with a degree in administration, education, or related field. Four years of work related experience and demonstrated experience in implementing same or similar assignments, or 8 years of comparable work experience;
- Specialized training and experience which demonstrates the required knowledge, skills and abilities to perform the essential functions of the job may be substituted on a year for year basis;
- Excellent customer service skills;
- Working knowledge of various computer software applications, including, Word, Power Point, Excel and other spreadsheet and word processing software;
- Standard office practices and methods including filing systems, document preparation and the operation of standard office equipment, including word process;
- Excellent grasp of English grammar, spelling, punctuation and vocabulary;
- The ability to work effectively and efficiently under pressure situations;
- Excellent organizational skills, planning skills and the ability to manage several critical projects simultaneously;
- The ability to deal effectively with the general public in a variety of situations including angry or frustrated people;
- The ability to establish and maintain effective working relationships as needed;
- The ability and willingness to attend meetings outside of the regular working hours;
- The ability to analyze issues and situations correctly and take appropriate action, including the ability to interpret District policies and procedures;
- Possession of valid California Drivers License.

DESIRABLE QUALIFICATIONS:

- Two years of experience providing administrative and/or front office support services to a governmental or regulatory body;
- One year progressively responsible clerical lead. Equivalent demonstrated experience such as five years of progressively responsible administrative or clerical experience;
- Excellent work planning, scheduling, and knowledge of rules involving the conduct of meetings and public hearings;
- Work experience as a paralegal, or knowledge about legal requirements for filing, publishing, and processing legal notices;
- Ability to provide public presentations.

COMPENSATION:

The position is paid bi-weekly with a monthly salary range within the Payroll Range 400. ***Salary is commensurate with education and experience.***

**North Coast Unified
Air Quality Management District**

707 L Street, Eureka, CA 95501
Telephone (707) 443-3093 FAX (707) 443-3099
<http://www.ncuaqmd.org>



**Job Description:
FINANCIAL & ADMINISTRATIVE SERVICES DIVISION MANAGER**

GENERAL:

Under the general direction of the Air Pollution Control Officer (APCO) / Executive Director, the position coordinates and directs all aspects the financial functions of the District, administrative and Front Office services, and acts as the District's Human Resources (HR) Coordinator. The position prepares and controls the annual operating budget, performs complex and specialized professional accounting work, prepares fiscal plans and estimates, develops fiscal reporting systems, implements budgetary controls, and assists with external audits. This includes accounts payable, accounts receivable, payroll, and required local, State and federal reporting. In implementing fiscal management, the position may exercise supervision and oversight of other administrative staff.

In addition, at the direction of the APCO, the position acts as the District's HR Coordinator by overseeing personnel records, benefits administration, personnel policies and procedures, recruitment and selection, implements and coordinates employee benefit programs, and advises/reports to management any personnel matters, issues, or unresolved operational problems. The position also maintains records for management of time sheets and leave requests, records leave time used, explains employment procedures and benefits, and performs the majority of the orientation for newly hired employees.

This is considered a confidential position as it has access to confidential personnel records and files, discipline and internal investigations, collective bargaining negotiations, and other related research and analysis for upper management.

EXAMPLES OF DUTIES:

The following is an illustrative partial description and is not a comprehensive list of duties:

- Develops, analyzes, implements, and monitors all aspects of financial functions for the District.
- Performs complex and specialized professional accounting work.
- Develops fiscal reporting systems and implements budgetary controls, policies, and procedures.
- Analyzes revenue and expense history and makes recommendations.
- Prepares fiscal plans and estimates.
- Prepares, controls, and monitors the District's annual operating budget.
- Prepares budgetary appropriation transfers and supplemental budgets.
- Prepares, oversees, and administers accounts receivable, accounts payable, and bi-weekly payroll.
- Monitors and prepares accounting and financial documents related to specialized grant funding.

- Examines supporting documentation for accounts payable and accounts receivable to establish proper authorization and conformance with agreements, contracts, and state and federal regulations.
- Provides a lead role in the oversight of accounting activities, such as year-end closing and prospective year-end account adjustments.
- Oversees, tracks, and manages reserve funds and accounts, including encumbered and unencumbered funds.
- Reviews financial procedures and transactions of District programs within the front office and provides oversight and direction as necessary.
- Performs internal auditing of processes, and lends technical support to outside/external auditors, responding to and implementing auditor recommendations.
- Analyzes legislation to determine fiscal and budgetary impact(s).
- Prepares journal entries and reconciliations of general ledger, subsidiary accounts and bank statements.
- Maintains control over subsidiary and accounting records involving a variety of transactions and accounts.
- Acts as the District's Human Resources (HR) Coordinator, and carries out the functions and duties as necessary under the District's Personnel Manual.
- Maintains District files of personnel records, confidential personnel documentation, discipline, and internal investigation documents.
- Maintains District files as assigned including litigation and collective bargaining.
- Reviews, prepares, and implements personnel policies and procedures.
- At the request of the APCO, assists in employee recruitment and selection.
- Implements and coordinates employee benefit programs.
- Advises/reports to management any personnel matters, issues, or unresolved operational problems.
- Provides information, advice, feedback, or assistance to others within the District to refine work outputs or resolve problems.
- Maintains records for management of time sheets and leave requests.
- Explains employment procedures and benefits, and performs the majority of the orientation for newly hired employees.
- Responsible for ensuring that all necessary personnel and benefit documents are provided to the new employee in a timely manner.
- Review and recommend modifications to accounting and human resources policies and procedures;
- Creates and maintains the necessary spreadsheets to track costs by employee for various projects and grants.
- Updates and ensures accuracy of wage charts.
- Tracks and maintains all leave time for employees. Informs employees of available leave time as requested, and per pay period.
- Adjusts vacation accrual as employee passes corresponding anniversary dates.
- Maintains and distributes all legal notices and employment law updates in the District Office.
- Keeps informed on developments in related areas such as human resources practices and policies, and federal and state labor law.
- Responds to outside requests for employment verifications.
- Manages group health insurance and dental/vision programs.
- Reviews and prepares analysis for collective bargaining negotiations.
- At the request of the APCO, researches and advises on potential future benefits for District staff.
- Researches and ensures District compliance with federal and state employment laws in coordination with District Counsel and the APCO.

- Works with District management and staff in the preparation of agenda, memorandums, documents, and materials for Governing Board meetings.
- Reviews Governing Board agenda items to ensure compliance with the established policies and procedures.
- Attends meetings of the District Governing Board when necessary.
- Answers questions from the public and other agencies concerning District financial and personnel policies and procedures, District staff and others.
- Other duties as assigned and as required to fulfill the essential functions of the position.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS:

- Equivalent experience to graduation from a four-year college or university with major coursework in accounting, finance, business or public administration, economics, or a closely related field and two years of accounting, budgeting, human resources and/or auditing experience, preferably in a public agency.
- Ability to review and recommend modifications to accounting and human resources policies and procedures.
- Knowledge of accounting, budget development, accounts payable and accounts receivable transactions.
- Familiar with General Government Accounting Standards.
- Knowledge of principles and practices of human resource and basic labor relations concepts.
- Knowledgeable and proficient with accounting software (or demonstrated ability to set-up, use and revise as necessary).
- Working knowledge of various computer software applications, including, Word, Power Point, Excel and other spreadsheet and word processing software.
- Possession of a valid California Driver's License.

DESIRABLE QUALIFICATIONS:

- Experience in air quality management or districts.
- Principles and practices of financial administration and administering an operating budget in a public agency setting;
- Two years of experience providing financial or human resource services to a governmental or regulatory body.
- Graduation from a four-year college or university with major coursework in accounting, finance, business or public administration, economics, or a related field, and two years of accounting, budgeting, human resources and/or auditing experience, preferably in a public agency.
- Must be capable of being bondable and insurable.
- Skill in communicating effectively orally and in the development of written documents and reports.
- Familiarity with the Government Finance Officers Association.

COMPENSATION:

The position is paid bi-weekly with a monthly salary range within the Payroll Range 500.
Salary is commensurate with education and experience.

**North Coast Unified
Air Quality Management District**

707 L Street, Eureka, CA 95501
Telephone (707) 443-3093 FAX (707) 443-3099
<http://www.ncuagmd.org>

**Job Description:
FINANCIAL & HUMAN RESOURCES ADMINISTRATOR**

GENERAL:

Under the general direction of the Executive Director/APCO, the position coordinates and directs all aspects the financial functions of the District, and acts as the District's Human Resources (HR) Coordinator. The position prepares and controls the annual operating budget, performs complex and specialized professional accounting work, prepares fiscal plans and estimates, develops fiscal reporting systems, implements budgetary controls, and assists with external audits. This includes accounts payable, accounts receivable, payroll, and required local, State and federal reporting. In implementing fiscal management, the position may exercise supervision and oversight of other administrative staff.

In addition, at the direction of the APCO, the position acts as the District's Human Resources (HR) Coordinator by overseeing personnel records, benefits administration, personnel policies and procedures, recruitment and selection, implements and coordinates employee benefit programs, and advises/reports to management any personnel matters, issues, or unresolved operational problems. The position also maintains records for management of time sheets and leave requests, records leave time used, explains employment procedures and benefits, and performs the majority of the orientation for newly hired employees.

This is considered a confidential position as it has access to confidential personnel records and files, discipline and internal investigations, collective bargaining negotiations, and other related research and analysis for upper management.

EXAMPLES OF PRINCIPLE DUTIES:

- Develops, analyzes, implements, and monitors all aspects of financial functions for the District;
- Performs complex and specialized professional accounting work;
- Develops fiscal reporting systems and implements budgetary controls, policies, and procedures;
- Analyzes revenue and expense history and makes recommendations;
- Prepares fiscal plans and estimates;
- Prepares, controls, and monitors the District's annual operating budget;
- Prepares budgetary appropriation transfers and supplemental budgets;
- Prepares, oversees, and administers accounts receivable, accounts payable, and bi-weekly payroll;
- Monitors and prepares accounting and financial documents related to specialized grant funding;

- Examines supporting documentation for accounts payable and accounts receivable to establish proper authorization and conformance with agreements, contracts, and state and federal regulations;
- Provides a lead role in the oversight of accounting activities, such as year-end closing and prospective year-end account adjustments;
- Reviews financial procedures and transactions of District programs within the front office and provides oversight and direction as necessary;
- Performs internal auditing of processes, and lends technical support to outside/external auditors, responding to and implementing auditor recommendations;
- Analyzes legislation to determine fiscal and budgetary impact(s);
- Prepares journal entries and reconciliations of general ledger, subsidiary accounts and bank statements;
- Maintains control over subsidiary and accounting records involving a variety of transactions and accounts;
- Establishes necessary subsidiary accounts and assigns transactions to the respective accounts with demonstrated consistency;
- Prepares trial balances. Upon completion of accounting cycles, coordinates and calculates periodic closings;
- Acts as the District's Human Resources (HR) Coordinator, and carries out the functions and duties as necessary under the District's Personnel Manual;
- Maintains District files of personnel records, confidential personnel documentation, discipline, and internal investigation documents;
- Maintains District files as assigned including litigation and collective bargaining;
- Reviews, prepares, and implements personnel policies and procedures;
- At the request of the APCO, assists in employee recruitment and selection;
- Implements and coordinates employee benefit programs;
- Advises/reports to management any personnel matters, issues, or unresolved operational problems;
- Provides information, advice, feedback, or assistance to others within the District to refine work outputs or resolve problems;
- Maintains records for management of time sheets and leave requests;
- Explains employment procedures and benefits, and performs the majority of the orientation for newly hired employees;
- Responsible for ensuring that all necessary personnel and benefit documents are provided to the new employee in a timely manner;
- Review and recommend modifications to accounting and human resources policies and procedures;
- Creates and maintains the necessary spreadsheets to track costs by employee for various projects and grants;
- Updates and ensures accuracy of wage charts;
- Tracks and maintains all leave time for employees. Informs employees of available leave time as requested, and per pay period;
- Adjusts vacation accrual as employee passes corresponding anniversary dates;
- Maintains and distributes all legal notices and employment law updates in the District Office;
- Keeps informed on developments in related areas such as human resources practices and policies, and federal and state labor law;

- Responds to outside requests for employment verifications;
- Manages group health insurance and dental/vision programs;
- Reviews and prepares analysis for collective bargaining negotiations;
- At the request of the APCO, researches and advises on potential future benefits for District staff;
- In coordination with District Counsel and the APCO researches and ensures District compliance with federal and state employment laws;
- Works with District management and staff in the preparation of agenda, memorandums, documents, and materials for Governing Board meetings;
- Reviews Governing Board agenda items to ensure compliance with the established policies and procedures;
- Attends meetings of the District Governing Board when necessary;
- Answers questions from the public and other agencies concerning District financial and personnel policies and procedures, District staff and others;
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- Equivalent to graduation from a four year college or university with major coursework in accounting, finance, business or public administration, economics, or a closely related field and two years of accounting, budgeting, human resources and/or auditing experience, preferably in a public agency;
- Ability to review and recommend modifications to accounting and human resources policies and procedures;
- Knowledge of accounting, budget development, accounts payable and accounts receivable transactions;
- Familiar with General Government Accounting Standards;
- Knowledge of principles and practices of human resource and basic labor relations concepts;
- Knowledgeable and proficient with accounting software (or demonstrated ability to set-up, use and revise as necessary);
- Working knowledge of various computer software applications, including, Word, Power Point, Excel and other spreadsheet and word processing software;
- Possession of a valid California Driver's License.

DESIRABLE QUALIFIICATIONS:

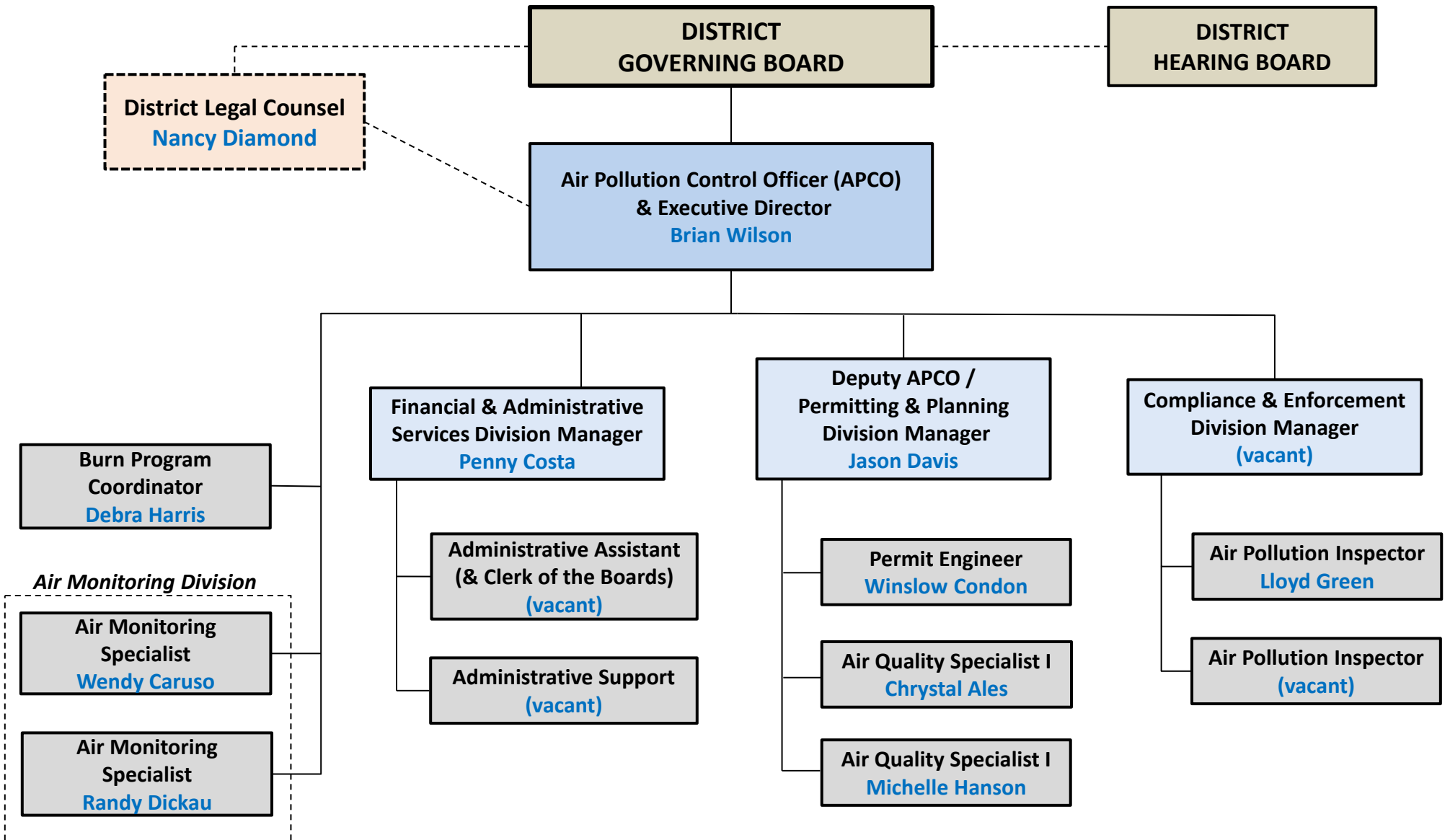
- Experience in air quality management or districts;
- Principles and practices of financial administration and administering an operating budget in a public agency setting;
- Two years of experience providing financial or human resource services to a governmental or regulatory body;
- Must be capable of being bondable and insurable;
- Skill in communicating effectively orally and in the development of written documents and reports;
- Familiarity with the Government Finance Officers Association.

COMPENSATION:

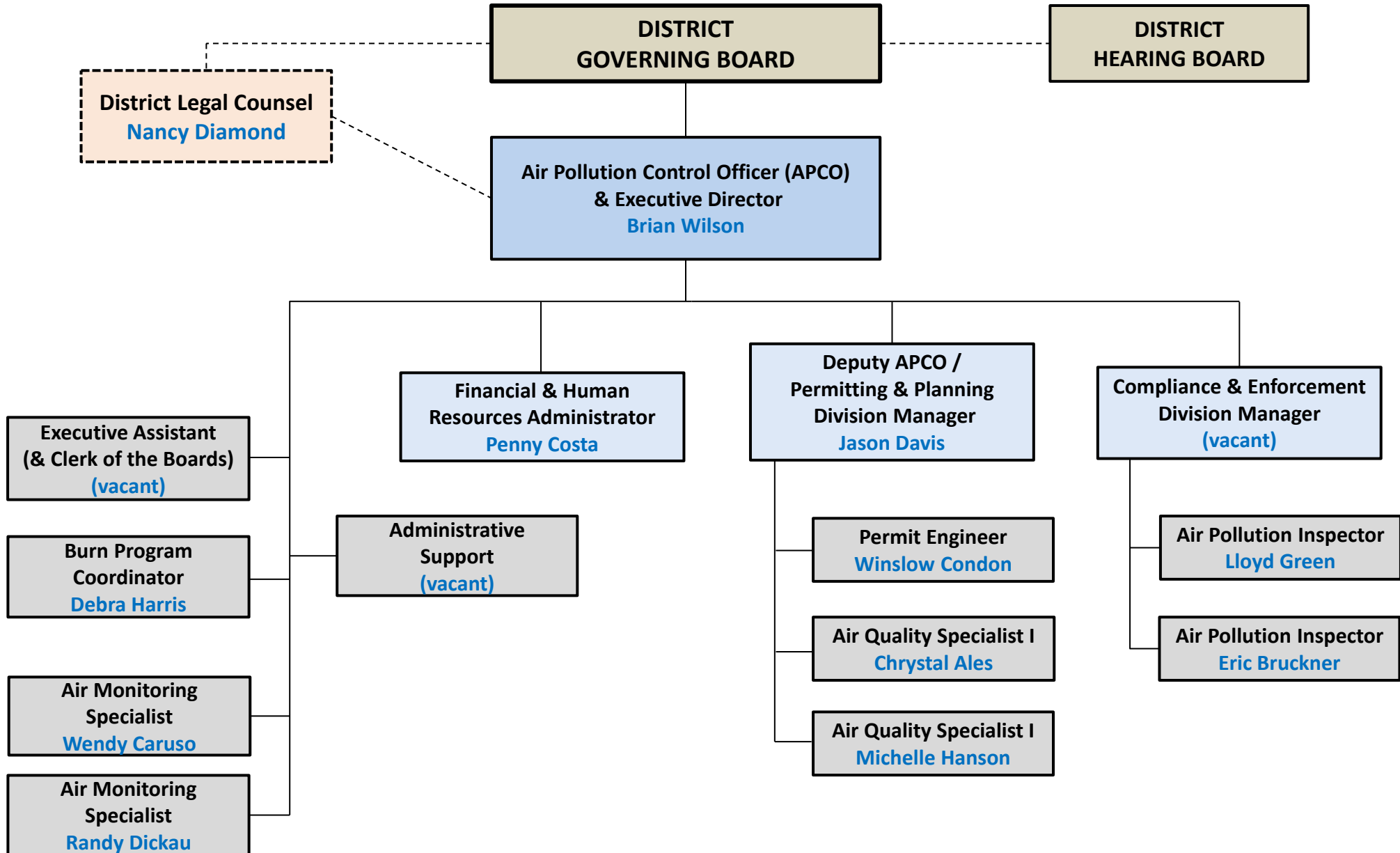
The position is paid bi-weekly with a monthly salary range within the Payroll Range 400.
Salary is commensurate with education and experience.

North Coast Unified Air Quality Management District (NCUAQMD)

Proposed Organizational Chart



North Coast Unified Air Quality Management District (NCUAQMD) Organizational Chart



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: Revise District Administrative Code – Part A

DATE: March 18, 2021

ACTION REQUESTED: Approve Proposed Revisions of District Administrative Code - Part A

SUMMARY:

The purpose of the District's Administrative Code is to establish administrative policies and procedures that serve as operating guidelines and procedures for the District.

The Administrative Code's policies and procedures consists of Part A - Operating Protocols for North Coast Unified Air Quality Management District Governing Board and Part B - Operating Protocols for District Staff as developed by the Executive Director.

Part A is Board-approved and was last amended on October 13, 2016, whereas Part B has not required Board approval as it consist of general as well as specific policies and procedures for District operation (Office Procedures, Use of Vehicles, Travel and Reimbursement, etc.).

In 2010, the Board approved a revision to the Administrative Code Part A, Section 11.11.2 Bidding Procedures, whereby the APCO has authority to make purchases up to \$75,000 that are not specifically authorized in the District's annual budget. District Staff has found that over the years, this high of a limit has not been necessary, and Staff recommends that the amount be modified to \$30,000, which is more commonly on par with other local cities and county limits. Attached is a proposed redline-strikeout revision to Section 11.11.2 (see page 7) of the Administrative Code – Part A for review and approval by the Board.

**NORTH COAST UNIFIED
AIR QUALITY MANAGEMENT DISTRICT**

ADMINISTRATIVE CODE

PART A

Operating Protocols for Board of Directors

**Adopted 3/28/03
Amended 2007
Amended 5/24/10
Amended 10/13/16
Amended 3/18/21**

**BEFORE THE AIR POLLUTION CONTROL BOARD
OF THE NORTH COAST UNIFIED
AIR QUALITY MANAGEMENT DISTRICT**

RESOLUTION NO.

Approval of the North Coast Unified)
Air Quality Management District.....)
Administrative Code, Part A.....)

WHEREAS the governing Board of the North Coast Unified Air Quality Management District desires to establish specified policies and procedures setting forth operating protocols for the Governing Board of the North Coast Unified Air Quality Management District.

THEREFORE, BE IT RESOLVED, the governing Board of the North Coast Unified Air Quality Management District hereby unanimously approves the Administrative Code set forth in the attachment addressing operating protocols for the Governing Board.

On motion of Board Member _____; seconded by Board Member _____, the foregoing Resolution is hereby adopted this ____ day of _____, _____, by the following vote, to-wit:

AYES: _____
NOES: _____
ABSENT: _____

Attachment: Administrative Code

**ADMINISTRATIVE CODE
FOR
NORTH COAST UNIFIED AIR QUALITY MANAGEMENT DISTRICT**

Preface

Purpose

These administrative policies and procedures will establish operating guidelines and procedures for the North Coast Unified Air Quality District, hereinafter referred to as the “District.”

Content

This administrative code consists of general as well as specific policies and procedures setting forth interpretations of District Rules and Regulations, State laws, California Administrative Code and other authority vested in the District Board and Executive Director/Air Pollution Control Officer. The Administrative Code shall be considered administrative law applicable to all personnel of the District and will be permanent until modified or rescinded by the District Board.

The provisions of the District’s Administrative Code, Personnel Rules, Salary Resolution, and all amendments thereto, whether now or hereinafter adopted, are incorporated herein by reference and made part of these Administrative Policies and Procedures. In the event of an inconsistency, unless otherwise specified, the provisions of the aforementioned documents are to govern.

The Administrative Policies and Procedures shall consist of Part A, Operating Protocols for North Coast Unified Air Quality Management District Governing Board and Part B, Operating Protocols for District Staff as developed by the Executive Director.

ADMINISTRATIVE CODE
PART A

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SECTION 1: Governing Board

1.1 Board Composition

Pursuant to *Section 40150* of the *California Health and Safety Code*, the Counties of Humboldt, Trinity and Del Norte, having contiguous counties have merged the local air programs into a Unified Air Quality Management District. Composition of the District Governing Board shall be as follows:

Each Board of Supervisors within the Unified District shall appoint Board of Supervisor Members to serve on the District's Board. As a result of the passage of AB-75 (effective 1-1-94), a majority of incorporated cities within the Unified District shall appoint a Mayor/City Council Representative to serve on the District Board.

1.2 Terms

The terms of the members of the Governing Board shall be as follows:

- a. Appointed County Supervisors shall serve as members of the Board for three-year terms and coterminous period as their elected term as County Supervisors. Each County shall submit a letter of notification to the District upon appointment of a new representative and alternate (if applicable) to the Governing Board
- b. Elected representatives appointed by the Incorporated City Selection Committee shall serve for a two-year term specified by the City Committee. All appointments specified by the Incorporated City Selection Committee shall be specified in writing and shall include the name of the elected official appointed, his/her city, and a copy of the minutes of the City Selection Committee in which the appointment was made, and itemizing the city attendees present.

SECTION 2: Meetings

2.1 Regular Meetings

Regular meetings of the North Coast Unified Air Quality Management District shall be held on the third (3rd) Thursday of every other month, beginning at the hour of 10:00 a.m., or as otherwise scheduled, except that all such meetings are subject to cancellation when, in the judgment of the Chairperson (or in his/her absence, the Vice Chairperson), there is insufficient District business to warrant such meetings.

2.2 Meeting Location(s)

All regular meetings of the Governing Board shall be held at a location designated by the Board. The Board Meeting schedule for the Calendar year shall be set and adopted by the Governing Board at the first full Board meeting in January.

2.3 Limitations of Public Testimony

The Governing Board may make reasonable rule and regulations limiting the time allocated for public testimony on issues and for individual speaker(s) to provide for the reasonable and timely conduct of District business.

2.4 Emergency Board Meetings

- a. Determined by majority vote that an emergency exists as defined in *Government Code Section 54956.5*.
- b. Determined by a two-thirds vote or by a unanimous vote (if less than two-thirds of the Board is present) that there is a need to take immediate action, and the need for action came to the attention of the District subsequent to the agenda being posted.
- c. Determined that the item appear on a posted agenda for a meeting occurring not more than five (5) calendar days prior to this meeting, and the item was continued to this meeting.
- d. Every agenda shall provide a public comment agenda item representing an opportunity for members of the public to directly address the District Board on items of interest to the public that are within the subject matter jurisdiction of the District.
- e. A special meeting may be called at any time by either the Chair or a majority of its members. This is done by delivering, personally or by mail or e-mail, written notice to each District Board member and each local newspaper, radio, or TV station which requests written notice. That notice must be received at least twenty-four (24) hours prior to the meeting.

The notice shall include the time and place of the meeting and the business to be transacted. No other business shall be considered at these meetings.

- f. In case of an emergency situation, the District may hold an emergency meeting without compliance with the twenty-four (24) hour posting requirement. The District must, however, attempt to notify by phone at least one hour prior to the meeting any media which have requested notice of special meetings.

2.5 Agenda(s)

All reports, communications, resolutions, contracts or other matters to be submitted to the Governing Board shall be delivered to the Air Pollution Control Officer at least ten (10) days prior to the Board meeting. The Air Pollution Control Officer shall thereupon arrange an agenda of such matters according to the order of business and shall furnish each Board member with a copy of the agenda within five (5) days prior to the Board meeting.

In addition, the Air Pollution Control Officer shall cause to be posted at the meeting location and District office a copy of the agenda.

SECTION 3: Officers and Duties

3.1 Chairperson

The presiding officer of the District Board is the Chairperson of the Governing Board. The Chairperson and Vice-Chairperson shall be elected at the first meeting of the calendar year in which all members are present with the new officers assuming office upon election. The Chairperson shall preserve order and decorum at regular and special meetings of the Board. The Chairperson shall state each question, shall announce the decision, and shall decide all questions of order. The Chairperson shall vote on all questions. The Chairperson or Vice-Chair shall execute contract documents on behalf of the North Coast Unified Air Quality Management District as needed. The Board may delegate this authority to the Air Pollution Control Officer.

3.2 Chairmanship of Board Meetings

The Chairperson shall take the chair at the hour appointed for the meeting and call the District Board to order. In the absence of the Chairperson, the Vice-Chairperson shall call the Board to order and serve as temporary Chairperson. Upon arrival of the Chairperson, the Vice-Chairperson shall relinquish the chair upon the conclusion of the business then pending before the Board. If for any reason the Chairperson ceases to be a member of the Board, the Vice-Chairperson shall automatically assume the office of Chairperson and the Board shall elect from the other Board members a Vice-Chairperson to serve out the remainder of the term.

3.3 Custodian of Official Records

The Staff position assigned by the Air Pollution Control Officer is the Clerk of the Board and shall be official custodian of the official records of the District and shall perform such duties as may be required by the Air Pollution Control Officer and the Governing Board in carrying out the District's objectives.

3.4 Quorum and Voting Procedure

The Quorum and voting procedure of the Governing Board shall be pro-rated on population and established in the District Unification agreement which is as follows:

- a. One Vote. Each member shall have one vote.
- b. Quorum. A quorum of the Governing Board shall consist of three members.

3.5 Action by the Governing Board

All acts or position of the Governing Board by resolution shall require the affirmative vote of not less than three (3) members. Meetings attended by three (3) members shall require unanimous affirmative votes from each of the three (3) members to affect an act or position of the Board.

3.6 District Executive Officer

Pursuant to section 40124 of the California Health and Safety Code, the District Governing Board is to appoint the air pollution control officer who shall serve as the District Executive Director. The Executive Director shall appoint all other employees of the district. The Executive Director shall have the primary duty and responsibility for the day-to-day operations of the District, including, but not limited to ensuring compliance with applicable State and federal statutes, District fiscal responsibilities, and employee appointment and termination.

SECTION 4: Order of Business

4.1 Open Meeting(s)

All meetings of the Governing Board shall be open to the public, except when in a closed session.

4.2 Closed Sessions

All meetings of the Governing Board are open to the public. However, from time to time the Board is required to discuss certain matters, as defined by State law (pursuant to *Government Code Section 54956 et seq.*) in a "Closed Session." When such an occasion arises, the Board Chair will announce that the Board is adjourning to a closed session. No subjects will be discussed except those issues presented within the closed session announcement. Acceptable subjects for closed session include, but may not be limited to:

- * The appointment, employment, performance, or dismissal of a public employee.
- * Matters of public security.
- * Labor or real estate negotiation.
- * Pending litigation.

An agenda item will be scheduled for the purpose of reporting out of the closed session.

4.3 Order of Business

The following shall be the ordinary Order of Business for meetings of the Governing Board:

- a. Chair Calls the Meeting to order and notes those present.
- b. Approval of the Consent Agenda items which will include approval of the Minutes of previous meetings.
- c. The agenda items as prepared by the Air Pollution Control Officer.
- d. Special items may be introduced by a Board Member and discussed with the consent of a majority of the Board Members, unless the item is an emergency as set out in Section 2.3 herein, no action may be taken.

SECTION 5: Conduct of Business

5.1 *Conduct of Meeting(s)*

Robert's Rules of Order, latest edition--except where inconsistent with express provisions of law, this Administrative Code, or other resolutions of the Governing Board shall govern the conduct of meetings of the Governing Board.

5.2 *Closing Debate*

A Board member moving the adoption of an action or resolutions shall ordinarily have the privilege of closing debate thereon.

5.3 *Substitute Motions*

The Chairperson may allow a substitute motion to take the place of a main motion pending before the Board if the Chairperson determines that the substitute motions clarifies and furthers the intent of the main motion and does not constitute a drastic deviation from the main motion. The Chairperson's determination to allow a substitute motion may be overruled by a majority of the Board.

5.4 *Addition of Abstract Statements into Minutes*

A Board member may request through the Chairperson the privilege of having an abstract of his statement on any subject under consideration entered into the Minutes. The Board member so requesting shall furnish the Air Pollution Control Officer with an abstract or transcript of his statement. A copy of such Abstract will be provided to other members of the Board.

5.5 *Order of Business Appearing Before the Board*

The Chairperson shall recognize, for the purpose of addressing to the Board, persons in the following order wishing to address the Board:

- a. Persons who have addressed written communications to the District may be recognized in regard to the matters under discussion;
- b. Persons who have made written request for permission to address the Board on any matter outlined in their request; and,
- c. Persons interested in matters under discussion who have appeared for the purpose of protest, petition, or other presentation.

5.6 *Post Public Hearing Comments*

After the Chairperson has closed a public hearing on an issue, no person shall address the Board until the motion is disposed of, provided, however, the Board may reopen the public hearing to receive additional testimony. Such reopening of a public hearing shall not require

new notice if the Board reopens the hearing as a result of Board discussion immediately following closure of the public hearing.

5.7 Persons Addressing the Board

Each person addressing the Board shall step up to the speaker's podium, and be encouraged to give his/her name and address in an audible tone of voice for the record, and, if appearing in a representative capacity, encouraged to state the party represented or, if appearing in a professional capacity, such as attorney-at-law or registered engineer, encouraged to state that fact to the Board. However, no conditions shall be required of attendees to identify themselves as a condition of testimony or comments to the Board. Unless further time is granted by the Board, remarks shall be limited to five minutes. All remarks shall be addressed to the Board as a body and not to any individual member thereof. No person other than members of the Board and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Board, without the permission of the Chairperson. No questions shall be asked of a member of the Board except through the chairperson.

5.8 Decorum

- a. By Board Members: While the Governing Board is in session the members shall preserve order and decorum and shall not, either by conversation or otherwise, delay or interrupt the proceedings of the Board nor disturb any member while speaking, or refuse to obey the orders of the Board or its Chairperson, except as may be otherwise expressly provided.
- b. By Other Persons: Any person making personal, impertinent, slanderous, or indecorous remarks, or who shall become boisterous while addressing the Board, may be barred by the Chairperson from further discussion before the Board unless permission to continue is granted by a majority vote.

All persons in attendance at public meetings are requested to observe the following rules of civil debate, which shall be posted at public meetings:

<p>All persons in attendance at public meetings are requested to observe the following rules of civil debate:</p> <ul style="list-style-type: none">1. We may disagree, but we will be respectful of one another.2. All comments will be directed to the issue at hand.3. Personal attacks are unacceptable.
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5.9 Enforcement of Decorum

- a. At the request of the Chairperson of the Board, the Air Pollution Control Officer shall obtain the services of a Peace Officer to perform the duties of sergeant-at-arms. The sergeant at arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at District meetings.
- b. The Chairperson may order the Board meeting room cleared if the Chairperson feels that Board business has been disrupted. Notwithstanding the clearing, media representatives, provided that they have not participated in the disruption, may remain for the remainder of the session.

SECTION 6: Voting

6.1 Recorded Votes

The usual method of recording a vote is by voice, provided, however, that the Chairperson may, and when requested to do so by any member of the Board shall take a vote by roll call. A roll call vote is also required when Board Members are participating via a conference call.

6.2 Roll Call Vote

Adoption of the District's annual budget shall be adopted by roll call and shall require the affirmative vote of the majority (i.e., three (3) of the members of the Board.)

6.3 Silent Vote

If a Board member shall remain silent on a voice vote or a roll call, the Board member shall be deemed to have voted "aye" on the question presented. A Board member who has any conflict or interest in the matter being voted upon, or who is otherwise disqualified from acting, shall announce that fact and shall neither participate in the discussion of the item or the vote. In such case the failure to vote shall *not* be deemed a vote on either side. If any member of the Board states that he or she is "abstaining" or "not voting" the failure to vote shall not be deemed a vote on either side.

SECTION 7: Committees

7.1 Special Committee(s)

All special committees shall be appointed by the Governing Board. All special committees are to be "Ad-Hoc" committees unless it is determined by the Governing Board that a permanent committee is required.

SECTION 8: Treasurer

8.1 Treasurer

The Treasurer of the County of Humboldt, shall be ex-officio Treasurer of the North Coast Unified Quality Management District and shall have the duties imposed by law. Notwithstanding this appointment, the Executive Officer is authorized to establish, maintain and utilize outside bank accounts in local banking institutions which are federally insured for the day-to-day operations of the District.

SECTION 9: Budget and Annual Audit

9.1 Budget Process

Pursuant to HSC *Section 40131*, the District shall adopt its annual budget in accordance with the following procedure:

- a. The District shall prepare, and make available to the public at least thirty (30) days prior to public hearing, a summary of its budget and any supporting documents, including, but not limited to, referencing a schedule of fees to be imposed by the District to fund its program.
- b. The District shall notify each person who was subject to fees imposed by the District in the preceding year of the availability of the information described in paragraph (a). This notification may be accomplished by public notice through local notice in the media newspaper.
- c. The District shall notice and hold a public hearing for the exclusive purpose of reviewing its budget and of providing the public with the opportunity to comment upon the proposed District budget. The public hearing required to be held pursuant to this section shall be separate from the hearing at which the District adopts budget. The interval between both hearings will not be less than 15 days.
- d. In Districts with a population of 1,000,000 persons or less, the hearing required under this paragraph may include other matters in addition to those required under subparagraph c.

9.2 Audit

At the direction of the Board, the Air Pollution Control Officer shall contract with either a certified public accountant or the County Auditor to conduct an annual audit of the accounts and records of the District. The minimum requirements of the audit shall be prescribed by the State Controller, and shall conform to generally accepted auditing standards. A report shall be filed with the Humboldt County Auditor, and the Governing Board, within twelve (12) months of the end of the fiscal year under examination.

9.3 Claims

All claims for money or damages against the District are governed by PART 3 (commencing with *Section 900*) and PART 4 (commencing with *Section 940*) of *Title 1 of the Government Code*.

SECTION 10: Application of the Ralph M. Brown Act

10.1 Application of the Brown Act

The Board recognizes and supports the application of the Ralph M. Brown Act (*Government Code 54950 et al*) to meetings of the North Coast Unified County Quality Management District.

Toward this end the Brown Act, The District Board declares that:

- a. The public has a right to know about the information considered by the Board, Board actions and District operations (*Government Code Section 54950*);
- b. That all meetings of the Board shall be open and public (*Government Code Section 54953*);
- c. That no conditions are to be placed on attendance of the public at Board meetings, including, but not limited to attendees being required to sign forms, complete questionnaires or identify themselves (*Government Code Section 54953.3*);
- d. That public Board meetings may be recorded, unless the Chairperson determines such recording will disrupt the meeting preceding, (*Government Code Section 54953.5*);
- e. That the time and place of the Board meetings are to be posted at the meeting location (*Government Code Section 54954.2*) with a courtesy copy posted at the District office at 2300 Myrtle Ave., Eureka, California;
- f. That the agenda is to be posted describing each item of business to be considered at the regular meeting at least seventy-two (72) hours in advance of the meeting, except for emergencies, (*Government Code Section 54954.2*), on the front door to the North Coast Unified Air Quality Office at 2300 Myrtle Avenue, Eureka, California , (*Government Code Section 54954.2*); and,
- g. That the public will have an opportunity to speak on any relevant topic (*Government Code Section 54954.3*).

10.2 Violations of the Brown Act

Any Board Member or person who suspects the Board has violated the Brown Act is requested to advise the Chairperson of the Board in writing within thirty (30) days of the time that the alleged violation occurred.

The Chairperson receiving such notice will direct the Air Pollution Control Officer to review the issue and provide recommendations as may be appropriate to the Board which will assure the District maintains substantial compliance with the Brown Act at the next available meeting of the Governing Board.

SECTION 11: Organization of Accounting System

11.1 General

Financial records shall be maintained in accordance with generally accepted accounting principles, applicable grant agreements, OMB Circular A-87 and applicable State regulations governing special districts.

11.2 Measurement Focus

The District shall utilize the “spending” measurement focus. This focus requires that only current assets and current liabilities are generally reported on the balance sheet and the operating statement present financial flow information (i.e., revenues and expenditures).

11.3 Basis of Accounting

Financial transactions shall be accounted for by the use of the modified accrual basis of accounting, whereby revenues are recognized when they become both measurable and available to finance expenditures of the current period, and expenditures generally recognized when the related fund liabilities are incurred.

11.4 Chart of Accounts

Through the budgetary resolution process, the Governing Board shall require that the Budget be prepared in accordance with the Administrative Code requirements. The District Chart of Accounts and the transfer of funds between the accounts shall comply with the following requirements:

1. The Chart of Accounts shall clearly identify all primary accounts and their respective sub-accounts which are utilized by the District for budgetary purposes.
2. Inter-account transfers between primary accounts require Governing Board approval by a majority vote. Generally, the Finance Subcommittee will review the proposed transfers and present recommendations to the Governing Board.
3. The Air Pollution Control Officer may perform inter-account transfers of funds between sub-accounts within the same primary account.
4. The Executive Director shall provide the Finance Subcommittee and the Governing Board with quarterly financial reports. The financial reports shall include the following: 1) comparisons of budget to actual for the previous fiscal year; 2) comparisons of budget to actual for the current fiscal year; and 3) end of year projections.

The District Executive Office has established the following chart of accounts for revenues, and expenditures and bookkeeping accounts. Primary accounts are listed at the top (heading of each group in bold. Sub-accounts are indented under each heading and printed in normal font:

CHART OF ACCOUNTS

---REVENUES---

<u>Account #</u>	<u>Account Name</u>
43000	Permits
43050	Ag Burn Permits
43100	Residential Burn Permits
43150	Title V Permits
43200	Permits to Operate
43250	Authority to Construct Permit
43300	Vapor Recovery Permits
43350	Misc. Other Permits – Transfer of Owner
44000	Fees
44050	Emission Reduction Fees
44100	Emission Testing Fees
44150	Application Fees
44250	Asbestos NESHAPS Fees
44300	Ca. Clean Air Act Fees
44400	Hearing Board Fees – Excess Emissions
44500	AB2588 – Toxic Hot Spots Fees
44600	Air Monitoring Funds (Desig)
44900	Other Fees
46000	Penalties
46050	Settlements, Civil
46075	Settlements, Criminal
46100	Late Payment Penalty – Permits
47000	State Funds
47050	State Subvention, Base
47055	State Subvention, Supplemental
47100	Grant, Carl Moyer Funds
47105	Grant, Carl Moyer Administration
48000	DMV Surcharge
48500	Contracts
48600	Gain on Disposition of Assets
49000	Misc. Funds
49050	Sales, Rules & Regulations
49100	Sales, Copies

49200	Sales, Other
49250	Auction Proceeds
49350	Other, Miscellaneous
58000	Appropriation for Contingencies
80000	Interest
80050	Interest – General Account
80150	Interest – Carl Moyer Program

CHART OF ACCOUNTS

---EXPENDITURES---

<u>Account #</u>	<u>Account Name</u>
60000	Salaries and Benefits
60050	Salaries & Wages
60075	Liaison, Salaries
60100	Extra Help
60125	Overtime
60150	Retirement, PERS
60175	Employee Group Insurance
60184	Retirees Group Insurance
60185	Self-Insurance
60190	Workers' Compensation
60200	Payroll Taxes
60225	Medicare & Social Security
60250	CA Taxes, Unemployment & ETT
60300	Insurance
60350	General, Liability, E & O
60400	Professional Services
60450	Professional & Special Services
60500	Repairs and Maintenance
60550	Maintenance – Computers
60575	Maintenance – Building
60580	Maintenance – Equipment & Misc.
60585	Maintenance – Household & Janitorial
60800	Laboratory Supplies
60850	Lab Supplies – Air Monitoring
60855	Safety Equipment
60860	Lab Supplies – Sample/Evidence

60900	Transportation & Travel
60950	Vehicles – Gas, Maintenance & Repairs
61050	Transportation and Travel
61060	Transportation & Travel – APCO
61075	Transportation & Travel - Board
62000	Communications
62050	Communications, General Office
62060	Communications, Internet
63000	Utilities
63050	Utilities, Electric
63100	Water and Sewer
64000	Special District Expenses
64050	Special District Expense – General
64075	Training
64100	Memberships
64150	Public Education
65000	Office Expense
65050	Postage
65100	Office Supplies
65200	Publications, Legal Notices
65225	Printing Costs
65250	Rents, Leases-Building
65255	Rents, Leases Building – Air Monitoring Stations
65300	Rent, Lease - Equipment
66000	Capital Outlay
66050	Small Equipment (<\$200)
66055	Small Equipment (<\$200 Air Monitoring)
66075	Fixed Assets (>\$200<\$5000)
66080	Fixed Asset (>\$200<\$5000) Air Monitoring)
66100	Capital Outlay (>\$5,000)
66105	Capital Outlay (>5000 Air Monitoring)
67000	Debt Service
67100	Principal Expense
67200	Interest Expense
68000	Contributions to Other Agencies
68050	AB2766 DMV Grants Apportioned
68075	AB2766 Woodstove Replacement Grants
68100	Carl Moyer Grants
68125	Settlement, Pass-through Other Agency
68150	Special Grant Programs

68200	AB2588 Program
68250	CA Clean Air Act Fees
68290	Burn Permit Fees/Fire Agencies
69000	Miscellaneous Expense
69100	Uncategorized Expenses
70000	Interest Expense and Late Fees
70100	Interest Charges
70125	Bank Fees & Charges
70150	Late Fees
99000	Suspense

11.5 Internal Controls

Due to the small size of the District staff it is impossible to separate out all accounting functions; however, in an attempt to separate out duties when at all possible, the District shall organize and assign work duties and responsibilities. In addition, established procedures shall require proper authorizations by designated officials for all actions taken.

11.6 Records and Reports

The District shall keep and maintain complete and accurate financial records and prepare required reports in accordance with the uniform system of accounts and records, adopted by the Controller of the State of California. The District shall maintain records and prepare reports as required to reconcile financial information.

11.7 Treasurer and Controller

Unless otherwise set forth, District staff, under the guidance of the Executive Director, shall perform the Treasury and Controller functions for the District. The Executive Director shall cause to be performed an independent annual fiscal audit in accordance with government Code section 26909 annually. The results shall be presented to the Governing Board and to the Humboldt County Auditor.

11.8 Fixed Assets

11.8.1 General

Fixed assets shall be defined as those items of tangible property which are of \$5,000 value or more, and which have a useful life of at least three fiscal years. The primary purpose of accounting for fixed assets shall be as follows:

1. To safeguard and track investments;
2. To assign custodial responsibility;
3. To aid in scheduling future asset retirement and acquisition;

4. To supply financial reporting data;
5. To assure compliance with applicable local, state and federal requirements.

11.8.2 Capitalization

Individual inventory records shall be established and maintained in accordance with the following capitalization policy.

Capital Assets shall include tangible property, which are movable or detachable without causing impairment to the unit to which it is attached; has a useful life of more than two (2) years; and a unit value of \$5,000 or more. Unit value shall be set at an amount equal to the original cost of acquisitions plus any costs associated with bringing the asset to an operating or useful condition. Such costs include, but are not necessarily limited to, taxes, freight, installation, testing and related costs. In cases where an asset has been acquired by gift or other means by which costs are not readily available, cost shall be established using an estimate of fair market value.

11.8.3 Annual Physical Inventory

The Executive Officer shall be responsible for, and shall cause to be conducted an annual physical inventory of all items issued to employees in possession of the District, at the close of each fiscal year.

11.9 Cost Allocation

11.9.1 Authorized Signatures

The Governing Board has authorized the Air Pollution Control Officer to sign District checks and warrants. The Executive Director may delegate such authorization to sign District checks and warrants to selected management employees. Only employees authorized by the Executive Director may sign checks and warrants. Designated employees may only sign District checks and warrants in the absence of the Executive Director when necessary.

11.9.2 Disbursement of Funds

Fund assets shall be disbursed in accordance with the following procedures:

1. *Claims*: All disbursements to eligible claimants shall be supported by and in accordance with an annual written claim.

11.10 Purchasing

11.10.1 General Responsibility

Except as otherwise specified, the Executive Director shall be deemed responsible for all purchases of and contract execution for materials, supplies, furnishings, equipment and services required by the District in the performance of daily operations. Each such purchase shall be

made on behalf of the District. Notwithstanding this responsibility, the Executive Director may delegate purchasing activities to selected employees.

11.10.2 Expenditure Control

Once the Board has adopted the operating budget, it shall be considered the controlling documentary plan of expenditure. As such, purchases and acquisitions shall be processed within the limitations established by the amount of budgeted resources allocated to each object classification by the District. Budget transfers between accounts will conform to the requirements of 11.4.1 Chart of Accounts.

11.11 Requisition, Purchasing and Contracting Procedures

11.11.1 Purchase Orders and Requisition of Supplies

The following procedures will be used: The Controller, Assistant to the APCO and the Special Project Coordinator are authorized to order supplies. A purchase order is required for all purchases. Employees are to request supplies and a purchase order is to be completed and submitted to the Controller for approval. The Controller will then submit the purchase order to the Executive Director for signature. Once the purchase order has been approved the original is filed with the Controller and a copy is returned to the individual who is placing the order.

When purchasing, staff is to utilize existing "open" accounts. Items that require purchase with a credit card are to be ordered by the Controller. Staff is not to use District Calcards for purchases unless specifically authorized by the Executive Director.

After the purchase is made, receipts and packing slips will be given to the person ordering the merchandise, who will then inspect it for completeness. If the order is incomplete or unacceptable staff will take steps necessary to clear up any discrepancies. The receipt will then be routed to the Controller.

For minor purchases of supplies, less than \$10.00 and with the approval of their supervisor, an employee may purchase items and be reimbursed for the cost using the District's petty cash. All reimbursement will be made by the Controller.

11.11.2 Bidding Procedures

The bidding procedures for purchasing computers, equipment, or any other purchase of fixed assets are as follows: If the item(s) to be purchased are previously approved in the District operating budget, then the APCO or designee, has the authority to send the award out to bid. In addition, the APCO or designee has the authority to award the contract. While a formal competitive bidding process is not required, it is recommended that three bids be solicited from known vendors.

For competitive bids, a Notice Inviting Bids will be prepared. The Notice and the instructions to Bidders will be sent to vendors who have expressed an interest in being considered for

competitive bids. (An APCO designee will be responsible for maintaining and updating the list of vendors who express an interest in being considered for retention by AQMD).

For purchases that are specifically authorized in the District's annual budget, the APCO will make the award determination based on a combination of the lowest price and the quality of the product.

For purchases not specifically authorized in the District's annual budget, and that are estimated to be over \$7530,000 District Staff will review the proposals, rank all the bids based on the price and quality of the product and make a recommendation to the AQMD Board. The Board will review the staff recommendations and make a determination to award the contract. The Board may authorize the APCO to execute contracts that fall within an approved maximum bid. The Board may also authorize the APCO to purchase items without following the bid process.

In those instances where only one bidder responds to an RFP, an award can be made to that bidder if it meets the requirements of the RFP or the process may be re-advertised.

In those instances where a bidder has a particular product currently used by the AQMD, or where it is important to maintain consistency or a particular level of service an award of a contract can be made to a single bidder.

11.11.3 Emergency Procurement

Emergency purchases for supplies, material, equipment and services may be made free of the bidding requirements when the purchase of the item(s) is immediately necessary for the continued operation of a department or the preservation of life and property, and when such is required for the health, safety and welfare of people or the protection of property that there is a present, immediate and existing emergency.

11.11.4 Waiver of Competitive Bidding

If limitations on the source of supply, necessary restrictions in specifications or standardization, quality considerations or other valid reasons for waiving competition appear, then purchases may be made with exception to the competitive bidding provisions.

11.11.5 Cooperative Purchasing

Competitive bidding may be waived if purchases of supplies, material, equipment or services may be made under a cooperative purchasing program, utilizing purchasing agreements maintained by federal, state, county or other public agencies.

11.11.6 Sole Source Procurement

Sole source procurement purchase is made from a single supplier who is the sole distributor or manufacturer of a product or service, such that no acceptable substitutes exist or can be found.

11.11.7 Authorized Vendors

Purchasing will maintain a listing of all known suppliers who can provide goods and/or services to the District. All requests from firms and/or individuals expressing interest in providing goods and/or services to the District will be placed in a master supplier file.

11.11.8 Types of Competitive Bidding

Sealed Bids – The sealed bid method of bidding requires an issuance of a Request for Quote with a purchase description that includes acceptance criteria and all contractual terms and conditions applicable to the procurement, public opening of bids at a pre-designated time and place, and award to the responsive and responsible bidder who has submitted the lowest bid that meets the requirements set forth in the Request for Quote.

The sealed bid method of bidding is used for purchases greater than \$10,000, and for other large dollar purchases where no existing contracts are in place. Governing Board approval must be obtained before award of bids over \$50,000.

Requests for Quotes are posted on the District bulletin board, advertised in the local newspaper for no fewer than two consecutive weeks and/or posted on the District website.

Informal Bids – The Controller, Assistant to the APCO and Special Projects Coordinator may call, fax, e-mail or obtain in person information on price, delivery, quality, availability, etc., preferably from two or more sources.

11.11.9 Lowest Responsible Bidder

Bids will be awarded to the responsive bidder who submits the lowest responsible bid that is most advantageous to the District. Consideration for the lowest responsible bid will be determined on:

- a. The ability of the product offered to provide the quality, fitness and capacity for the required usage.
- b. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- c. The character, integrity, reputation, judgment, experience and efficiency of the bidder, particularly with reference to past purchases by the District similarly-situated entity.
- d. Whether the bidder can perform the contract and/or deliver the materials, supplies and/or services within the time required.
- e. The quality of performance and/or the quality of products provided in previous contracts or services.
- f. Continuity of service.

11.11.10 Submission of Bids

An authorized officer or employee must sign all bids with the vendor's name. Obligations assumed by such signature must be fulfilled.

All bids must include brand name or make on each item. If quoting other than item specified, include the manufacturer's name, product description and model number.

The District may select a firm other than the one that quoted the lowest price, if, as solely determined by the District, another bid is more responsible and responsive.

If requested, samples of items shall be furnished at no cost to District, and if requested, will be returned at bidder's expense.

If a bidder does not respond to three (3) consecutive bid requests, said bidder may, at District's sole option, be removed from the bid list.

11.11.11 Award of Bids

Award shall be made to the responsible bidder whose proposal is determined to be the most advantageous to the District, taking into consideration, but not limited to price and the criteria set forth in the Request for Quote.

The vendor shall certify and agree that all persons employed by it, its affiliates and subsidiaries, are and will be treated equally without regard to or because of race, religion, ancestry, national origin, disability, sex or sexual orientation in compliance with all anti-discrimination laws of the United State of America and the State of California.

11.11.12 Rejection of Bids

The Executive Director shall reserve the right to reject any or all bids in whole or in part and may solicit new bids if such action is determined to be in the best interest of the District, for such reasons, but not limited to, the price submitted by the lowest bidder is considered too high, the bid is incomplete or otherwise not in compliance with the bid documents. All bids received after the designated closing date and time shall be considered non-responsive and shall be rejected.

11.11.13 Tie Bids

If two or more bids received are for the same total amount of unit price, quality and service being equal, and if there is no evidence of collusion between the bidders, then the Executive Director shall have sole discretion to choose from among such equal bids.

11.11.14 Bid Appeals

Any award decision may be appealed by submitting an appeal letter to the Executive Director within ten (10) business days after award of bid. Appeals must be submitted in writing, dated and signed, and specify reason for dispute. A written response to any appeals shall be issued within ten (10) business days.

11.11.15 Bid Default

In the event that a vendor fails to perform and does not rectify such failure, District may, at its sole discretion, cancel or terminate award/purchase order. Such cancellation or termination shall be at no cost to the District. Vendor shall be liable to the District for any and all excess costs, determined by the District, for any such items or services.

11.11.16 Payment to Vendors

Upon receipt of the invoice/statement from the vendor, Controller will verify each invoice and submit payment request to the Executive Director.

11.11.17 Debarment of Vendors

The Executive Director and Controller will consult the Excluded Parties List System on all sealed bid and grant-funded purchases. Vendors on the Excluded Parties List System will be excluded from bidding.

11.11.18 Local Preference

The District does not currently have a local preference policy, but encourages local vendors to participate in our bidding process.

11.11.19 Recycled Content Preference

Whenever feasible, the District prefers to use products with recycled content and/or products that are recyclable.

11.11.20 Inspection of Public Records

Documents/records relating to Purchasing and contracting solicitations are not considered public records until such time as a purchase order or award of contract is issued. Requests to inspect bid/sale documents, etc. should be made directly to the Special Projects Coordinator. Records shall be promptly made available for inspection, and for copying within ten (10) business days.

The requestor may view public records on District premises at no cost. When photocopies are requested, the requestor will be charged \$2.00 for the first page and .25 per additional page.

11.11.21 Maintenance of Records

Purchase requisitions will be retained for a period of three (3) years. Purchase orders will be retained for a period of seven (7) years, except those for purchases of fixed assets which shall be retained for a period of ten (10) years. Bid files will be retained for a period of ten (10) years.

11. 11.22 Professional Consultant Selection Procedure

The purpose of this policy is to establish an open, fair and competitive process for selection of qualified professional consultants to perform work for the District. A request for proposals an (RFP) will be issued whenever there is a need for work to be performed by other then District staff. In general the RFP process shall be followed for any project expected to exceed \$15,000 and where the project has not been otherwise approved through incorporation in the District's annul budget, or where the Governing Board has otherwise given the Executive Director the authority to award the contract. The Governing Board will award the contract to the successful bidder following the RFP process.

Form and Content of RFP

1. This section should set forth and describe the agency requesting the services, the amount and source of funds that are available for the project (note, however, that in some instances it may be desirable not to state the amount of funds available), the general parameters of the work product, the deliverable projects or services, and the time for completion of the project. In addition, the deadline for submission of the RFP, address and District staff contact person should be included.
2. *Background.* In this portion of the RFP, discuss the events, which have taken place that have made the project desirable.
3. *Problem Statement.* The problem that must be solved or issue to be addressed specifically defined for the proposed contractors.
1. *Objectives of the Project.* The objectives should be clearly set forth, and where appropriate, the objectives should be stated on quantifiable terms to facilitate evaluation of the contractual effort.
2. *Scope of Work.* This section should describe the tasks, schedules, and intermediate products, which are expected. The description of work should be as unambiguous as possible so that comparison of proposals based upon it is possible. The focus will usually be on types of activities and results expected so as to allow some creativity in design of an approach.
3. *Deliverable Products.* This will be the expected end result of the work effort. Examples are a manual, a seminar, management analysis, etc.
4. *Proposal Evaluation Criteria.* If the criteria to be used are known, contractors should be informed of them. This information could be shared with consultants during a pre-proposal conference.
5. *Proposer's Conference.* Time and place of pre-proposal conference.

Form of Proposal

1. Introductions. Determined by bidder.
2. Technical Approach.
3. *Problem.* Statement of the problem as a bidder understands it.
4. Project Objectives. Outline the objectives the bidder feels will, when fully achieved, constitute an effective and reliable solution to the problem....

5. Key Factors. Describe any factors or issues whose resolution the bidder feels will be essential to solving the problems or would otherwise influence the course of the project.
6. Approach. The managerial and technical approach the bidder will follow if selected. Describe the various phases or steps the bidder would take during the project, the point where key decisions will be required must be identified, the timing of the interactions between consultant and District personnel, the techniques the bidder would employ in deriving solutions to the problems presented.
7. Work Plan. Outline and describe in detail all project tasks.

Agenda Item: 10

**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 Hearing Board Vacancies

DATE: March 18, 2021

ACTION REQUESTED: Provide Direction to APCO Regarding Recruitment of District Hearing Board Positions

SUMMARY:

In November 2019, the Governing Board approved the reappointment of the Hearing Board members and their corresponding alternates to serve for an additional two-year term which will expire on December 31, 2022. Then in March 2020, the Governing Board appointed Ms. Joanna Hawley-Jones as an Alternate for the Public Member Position.

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

Professional Engineer:	Mr. Charles Rocklein	(alternate: - <i>currently vacant</i> -)
Attorney:	Mr. John Corbett	(alternate: Mr. Jeffrey Slack)
Medical Professional:	- <i>currently vacant</i> -	(alternate: - <i>currently vacant</i> -)
Public Member #1:	Ms. Sarah Samples	(alternate: Joanna Hawley-Jones)
Public Member #2:	Mr. Ken Mierzwa	

In accordance with Health & Safety Code § 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.

With the recent unfortunate passing of Mr. Denver Nelson, the Medical Professional position is now unfilled and its alternate is also vacant. In addition, there is still a vacancy for an alternate to the Professional Engineer position.

The Health & Safety Code § 40801 gives the following guidance on the background of these two member positions as follows:

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.”*

District Staff anticipates having a need to convene the Hearing Board before the December 2022 appointment renewal date. Staff requests direction to perform recruitment outreach for these positions to solicit letters of interest and resumes for these unfilled positions. Governing Board members can also suggest individuals which can be discussed by the Board. Staff typically runs public notices in the Times Standard, Trinity Journal and Del Norte Triplicate, as well as the District website and Facebook postings.

Agenda Item: 11

**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: Jason Davis, Deputy APCO

SUBJECT: Discuss CARB's Clean Cars 4 All Program

DATE: March 18, 2021

ACTION REQUESTED: Accept and File

SUMMARY:

The District recently received the attached email on behalf of the Governing Board from a Humboldt County resident who requests the District implement a Clean Cars 4 All (CC4A) program in our jurisdiction. The CC4A Program helps lower-income California residents replace old, polluting cars with cleaner, more fuel-efficient vehicles.

CC4A provides incentives for lower-income consumers living in and near disadvantaged communities who scrap their older vehicles and purchase new or used hybrid, plug-in hybrid, or Zero Emission Vehicle (ZEV) replacement units. The program was initially launched as a pilot project called Enhanced Fleet Modernization (EFMP) Plus-Up Pilot Project in July 2015. After several years of growth, AB 630 formally codified the pilot project as a stand-alone program and changed the name to Clean Cars 4 All, Scrap-and-Replace.

Programs are currently available in select regions of the State, where individual air districts administer the local CC4A program. At the start of FY 2019-20, 4 air districts were implementing CC4A: South Coast Air Quality Management District (AQMD), San Joaquin Valley Air Pollution Control District (APCD), and Bay Area AQMD.

CC4A is part of a larger suite of incentive programs funded by Cap-and-Trade auction proceeds, called the Low Carbon Transportation Investments and Air Quality Improvement Program (LCTI Incentives). The legislature sets the budget for LCTI Incentives each year, and CARB allocates funding to the individual programs (including CC4A) each year through the Funding Plan. Since FY2014-15, CARB allocated a total of \$112 million for CC4A, including \$102 million of LCTI Incentives and \$10 million of Volkswagen legal settlement funding.

The primary metric used to gauge success of the CC4A program is the number of low-income Californians accessing the funding to replace their old, higher-polluting vehicles with cleaner modes of transportation. To date, there have been more than 10,300 participants, where the average total cost of each incentive is \$9,000. The average vehicle retired is about 22 years old with an estimated fuel economy of 21.5 miles per gallon; the replacement fuel-efficient vehicles have a minimum of 35 mpg or better.

The program is designed with tiered incentive structure to provide maximum incentives to the lowest income participants purchasing or leasing the cleanest technology vehicles that reside within and near disadvantaged communities. As of September 2020, \$82 million has been spent on CC4A program incentives statewide.

Particulate Matter Attainment Plan

The air quality within the District meets all of the health protective standards with the exception of the State standard for particulate matter ten microns in size and smaller (PM10). Although not mandated by State law, years ago the District prepared a working draft Attainment Plan and has patterned its control strategies and grant funding targets based upon the guiding concepts and principles established therein. The emission inventory section of the plan lists the significant sources of particulate matter. For comparison purposes, the values for the highest 7 categories for each County are shown below in addition to the value of emissions from the *on-road gas vehicle* sector.

Humboldt County

Category	Total Emissions (tons/yr)	Percentage Contribution	C= Control Strategy I=Incentive Grant
Paved Road Dust	4,015	32.2%	
Unpaved Road Dust	3,613	28.9%	
Residential Fuel Combustion	1,095	8.8%	C, I
Industrial Wood & Paper	949	7.6%	C
Construction & Demolition	620	5.0%	C
On-road Diesel Vehicles	219	1.7%	I
Off-Road Vehicles	219	1.7%	I
On-road Gas Vehicles	109	0.9%	

Del Norte County

Category	Total Emissions (tons/yr)	Percentage Contribution	C= Control Strategy I=Incentive Grant
Unpaved Road Dust	1,460	31.0%	
Forest Management Burning	1,168	24.8%	C, I
Paved Road Dust	876	18.6%	
Construction & Demolition	438	9.3%	C
Residential Fuel Combustion	292	6.2%	C, I
Off-road Vehicles	73	1.6%	I
On-road Diesel Vehicles	36	1.6%	I
On-road Gas Vehicles	36	0.7%	

Trinity County

Category	Total Emissions (tons/yr)	Percentage Contribution	C= Control Strategy I=Incentive Grant
Unpaved Road Dust	7,300	75.7%	
Paved Road Dust	584	6.1%	
Forest Management Burning	584	6.1%	C, I
Unplanned Fires	438	4.5%	
Residential Fuel Combustion	328	3.4%	C, I
On-Road Diesel Vehicles	36	0.4%	I
Off-Road Vehicles	36	0.4%	I
On-Road Gas Vehicles	36	0.4%	

Role of Scrap-and-Replacement Programs

Staff recognizes the role a scrap-and-replace program such as CC4A could play in our attainment strategy. As the State moves toward electrification of the vehicle fleet, implementation of incentive programs like CC4A will be essential if small rural communities are to comply with future anticipated vehicle fleet mandates.

To add an incentive grant program of this type and magnitude to our portfolio, District Staff would need to participate in future funding plan and solicitation development processes by attending workgroup meetings, workshops, individual meetings with CARB, and Q&A teleconferences. Once the funding plan is established, Staff would then need to prepare an implementation plan, program documents and then create an electronic database and web interface. A media / outreach campaign would be launched after building relationships with local vendors, material suppliers and service providers.

Staff estimates the resources required to accomplish these tasks as approximately one half-time equivalent position beginning immediately and a demand of two full-time equivalent positions starting at the time of program launch. Earliest launch timeframe would be estimated to be summer 2022. The actual funding award potential is unknown at this time, but is anticipated to be limited based on the lack of an identified environmental justice area within our jurisdiction. It should also be noted that our chance of being selected to receive funding are significantly increased as a direct result of our recent success with implementation of the Rural School Bus Pilot Project.

Recommendation

Consistent with the attainment plan findings and goals, and given current resource constraints, Staff recommends continued resource deployment focused on the following sectors: construction and demolition, industrial wood and paper, forest management burning, residential fuel combustion, on-road diesel vehicles, and off-road vehicles. Additional control strategies aimed at criteria pollutant reductions (e.g. rules and enforcement policies) are not being pursued at this time.

Further, Staff recommends the agency continue to seek grant opportunities which may achieve the accelerated turnover of home heating appliances (wood stoves), and the fleet of both on-road and off-road heavy-duty diesel powered vehicles. Staff proposes to continue to monitor the performance metrics of each of our current incentive grant programs and attempt to quantify future demand potential. Staff suggests we closely monitor development of the California Air Resources Board's FY 21-22 CCI funding plan, the funding source for CC4A, and update the Governing Board as appropriate.

Fwd: Request to implement a Clean Cars 4 All program

Brian Wilson <bwilson@ncuaqmd.org>
To: Brian Wilson <bwilson@ncuaqmd.org>

Thu, Jan 28, 2021 at 10:18 AM

----- Forwarded message -----

From: **Elaine Astrue** <eastrue@gmail.com>
Date: Wed, Jan 27, 2021 at 6:01 PM
Subject: Request to implement a Clean Cars 4 All program
To: <support@ncuaqmd.org>

Members of the District Governing Board:

Last spring, several months into the COVID-19 pandemic, I began to notice more cars on our roads and streets that were in less-than-optimal mechanical condition. Barely running, in some cases! Local residents seemed to be deferring maintenance on their vehicles on a scale that was noticeable. This wasn't exactly surprising; after all, many household budgets are under extreme pressure right now. Regular car maintenance is something many of our neighbors need to defer. However during the pandemic and the recovery that follows it would be beneficial if folks who need to rely on these clunkers for transport had a cheaper, cleaner, more reliable option.

Clean Cars 4 All is a program of the California Air Resources Board. It provides incentives to lower-income California drivers to scrap their older, high-polluting car and replace it with a zero- or near-zero emission replacement. In September 2019, CA Senate Bill 400 extended this program to cover incentives for e-bikes and bike share memberships.

That extension is very timely, as e-bike popularity is on a steep upward curve. In Humboldt County last year, an e-bike rebate program offered by the local community choice energy provider was wildly successful, as 83 rebates were claimed within only 3 weeks. Used hybrid and electric vehicles are great options, too.

While it's up to each of California's 35 air quality agencies to implement the Clean Cars 4 All program, there are examples out there for us to follow. Already the [San Joaquin Valley Air Pollution Control District](#), the [South Coast Air Quality Management District](#), the [Bay Area Air Quality Management District](#), and the [Sacramento Metropolitan Air Quality District](#) have Clean Cars 4 All programs.

I believe it's even more important for rural areas to offer clean mobility incentives to their residents. Older vehicles from urban areas often end up here. And our rural economies are less robust so during tough economic times, we could use a little extra help.

Therefore with this letter, I formally request:

- the board direct NCUAQMD staff to immediately begin scoping what it would take to implement a local Clean Cars 4 All program
- a discussion of this opportunity is added to the agenda for the March 2021 meeting, where staff can report on progress and give recommendations
- if feasible, the program costs and required structures are incorporated into the District's 2021/2022 budget planning

It's a really uncomfortable feeling when you know your car won't pass smog check and you can't afford to keep it running much longer. Seeing people driving around like that, with a kind of desperation on their faces, I feel for them. But there's a better way. We live in a state that wants people to have reliable, safe, clean transport options as well as good air quality. There appears to be funding to make it happen.

Let's make it happen!

Regards,
Elaine Astrue
Humboldt County, California
650-215-8490

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**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 18, 2021

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 COVID-19 Impacts

The District continues to take appropriate measures to comply with both the County's COVID-19 orders and guidance in addition to state executive orders and requirements. District staff continues to work on various flexible work options while maintaining District functions. The District has not had any COVID-19 impacts to staff.

2. District Pension & OPEB Liabilities

The District continues to move forward with determining and managing its pension liability and Other Post Employment (OPEB) liabilities as mentioned at the last financial audit. The District has engaged the services of GovInvest Inc. to calculate these liabilities. GovInvest provides services to governments with analytical tools designed to identify problems that may exist with long-term liabilities. Staff is preparing to have GovInvest provide a presentation to the Board on their findings at the Board meeting in April along with information about the status of the District's Reserve Fund.

District Staff has also had discussions with the Public Agency Retirement Services (PARS) Trust team, the only alternative to CalPERS' options. Staff is preparing to have the PARS team provide a presentation to the Board on their services based upon GovInvest's actuarial findings.

3. Discussion with HCFSC on Standard Burn Permit Hours

District staff will be meeting with the Humboldt County Fire Safe Council at the end of March to discuss the feasibility of extending burn hours for Standard Burn Permits. Standard Burn Permit hours are 6:00 a.m. until 12:00 noon on Permissive Burn Days only, and burn permit holders in Trinity County are allowed to burn 1-hour before sunset outside the declared fire season. Back in 2004, the District assumed primary responsibility for the issuance of both Agricultural and Residential burn permits under agreement with CAL FIRE and local fire districts. CAL FIRE had determined that the Standard Burn Permit were equivalent to CAL FIRE's "Dooryard LE63a" permit and at that time the fire agencies had encouraged the present permit hour structure. Standard/Residential burn permit holders in Trinity County are typically in less populated areas, not as densely located, and have more acreage and space between neighbors so burning all day long is not as problematic. Staff will keep the Board apprised of the discussion.

4. Staff Training

Given COVID-19 impacts, all trainings have been via teleconference. Here is a brief list of the main training staff has participated since the last Board meeting:

- *Shaw Law Group - COVID-19 and Reasonable Accommodations - Penny Costa*
- *Shaw Law Group - Importance of An Employee Handbook - Penny Costa*
- *Shaw Law Group - COVID-19 Reporting and Testing Requirements Update - Penny Costa*
- *Shaw Law Group - What to Do If an Employee Tests Positive to COVID 19 - Penny Costa*
- *Shaw Law Group & DFEH - The DFEH's Family and Medical Leave for Employees Toolkit - Penny Costa*
- *Shaw Law Group - No More State-wide "Stay at Home" Orders, Now What? - Penny Costa*
- *Shaw Law Group - What is "Exclusion Pay" and Why Should you Care? - Penny Costa*
- *EIA Member Updates - CalPERS Update: How New Plans and a New Pricing Model for 2022 May Impact Public Agencies - Penny Costa*
- *GovInvest - 2021 Priorities For Local Government Finance Officers: Revenue Pressures Mount And Tough Decisions Ahead – Penny Costa*
- *CAPCOA - Smoke Management Training - Debra Harris*
- *CALINC Training – Asbestos Contractor Supervisor – Eric Bruckner*
- *CALINC Training – Asbestos Management Planner – Eric Bruckner*
- *CALINC Training – Asbestos Building Inspector – Eric Bruckner*
- *CALINC Training – Asbestos Contractor Supervisor – Eric Bruckner*
- *CALINC Training – Asbestos Project Design – Eric Bruckner*
- *EPA Air Pollution Training Institute (APTI) - Course 454 – Effective Permit Writing – Winslow Condon*

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