

**North Coast Unified
Air Quality Management District**

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

www.ncuagmd.org



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

Thursday, January 21, 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 September 17, 2020 Board Meeting
- 4.2 By Consent, Accept and File District Activity Report
- 4.3 By Consent, Approve Account Transfer

REGULAR AGENDA

5. **Public Comment Period** (pursuant to Government Code section 54954.3(a)) Board Chair
6. **Election of Board Officers** Board Chair
Action Requested: Hold Election for Chair and Vice-Chair
7. **Resolution of Appreciation for Supervisor Judy Morris** APCO
Action Requested: Approve Resolution 2021-1
8. **Calendar of Meetings for 2021** APCO
Action Requested: Adopt Calendar of Meetings for 2021
9. **Approve Contract for Financial Audit Services** APCO
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

- | | | |
|------------|---|--------------------|
| 10. | Modification of Employee Job Description
<u>Action Requested:</u> Approve Proposed Updated Job Description for <i>Compliance & Enforcement Division Manager</i> | APCO |
| 11. | APCO Report | APCO |
| 12. | Board Member Reports | Board Chair |
| 13. | Adjournment | Board Chair |

The next Board of Directors meeting is scheduled for Thursday, March 18, 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 Regular Meeting of the North Coast
Unified Air Quality Management District Governing
Board of Directors Meeting of
September 17, 2020**

The meeting was called to order by Chair Brett Watson at 10:30 AM via teleconference on Zoom meeting ID# <https://us02web.zoom.us/j/7436469733>

Meeting ID: 743 646 9733, Call in option: 669 900 6833

The meeting location was made available to the public.

MEMBERS PRESENT:

Chris Howard
Bohn
Brett Watson
Judy Morris
Mike Wilson

Del Norte County Supervisor Rex
Humboldt County Supervisor
City of Arcata Councilmember
Trinity County Supervisor
Humboldt County Supervisor

MEMBERS ABSENT:

None

STAFF PRESENT:

Brian Wilson
Jason Davis
Heather Bitner

APCO
Deputy APCO
Clerk of the Board

OTHERS PRESENT:

An anonymous member of the public joined the meeting via Zoom and expressed to the Clerk from the waiting room that they did not wish to 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 May 21, 2020 Board Meeting

A motion offered by Supervisor Howard, 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 17th day of September, 2020 by the following votes:

UNANIMOUS PASS by the following Roll Call vote:

Supervisor Howard	Aye
Supervisor Bohn	Aye
Supervisor Morris	Aye
Councilmember Watson	Aye
Supervisor Wilson	Aye

There was no public comment.

Agenda Item 5: Public Comment

An email requesting a public comment be submitted was read aloud by the Clerk. (Submitted as Addendum 1)

Agenda Item 6: Reschedule November 19, 2020 Governing Board Meeting

Due to a conflict in scheduling with the CSAC Conference, a quorum of Board members cannot be present at the regular meeting on November 19, 2020. Staff recommends rescheduling or canceling the meeting. There were no public comment requests via email to the Clerk.

A motion offered by Supervisor Morris, duly seconded by Supervisor Howard to cancel the November 19, 2020 Regular meeting, and Approve a Special Meeting be held on January 21, 2021 at 10:30am via Zoom is hereby APPROVED by the North Coast Unified Air Quality Management District Board of Directors on this 17th day of September, 2020 by the following votes:

UNANIMOUS PASS by the following Roll Call vote:

Supervisor Howard	Aye
Supervisor Bohn	Aye
Supervisor Morris	Aye
Councilmember Watson	Aye
Supervisor Wilson	Aye

Agenda Item 7: APCO Report

The APCO reported out on the following:

- District Response to COVID-19

- Update on PG&E Regular Variance Activity
- Wildfire Smoke Update

-Supervisor Wilson suggested a “narrative” to share with people concerned about the discrepancy between Purple Air vs. regulatory monitoring numbers. Facebook format is preferred.

- Carl Moyer State Reserve Funds
- Update on State Woodsmoke Grant

-Deputy Davis provided a demonstration for the Board about how Smartsheet and DocuSign are integrated to streamline grant processing.
 -Supervisor Howard asked when the next Carl Moyer grant applications will be accepted. Deputy Davis responded May 1-31, 2021, and FARMER grant applications are expected sooner, with the amounts not yet determined.

Agenda Item 8: Board Member Reports

Supervisor Morris thanked District staff for their efforts during the wildfire smoke events. A special thank you to Supervisor Bohn and Supervisor Wilson for their efforts to help fire evacuees. 140,000 lbs. of food were donated to Pay It Forward Humboldt for fire victims.

Supervisor Morris has decided not to run for reelection and this was her last meeting on the District’s Governing Board. She thanked her fellow Board members and staff for making her time serving on the Board such a pleasure.

Agenda Item 9: Adjournment

The Governing Board Meeting was adjourned at 11:02 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 September 17, 2020

Chair Date

Heather Bitner, Clerk of the Board Date

The Next Board Meeting is scheduled for Thursday, January 21, 2020 at 10:30am 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.

woodstove smoke during crisis

Wendy Robertson <wndrob@aol.com>

Tue, Sep 15, 2020 at 2:40 PM

Reply-To: Wendy Robertson <wndrob@aol.com>

To: "hbitner@ncuaqmd.org" <hbitner@ncuaqmd.org>

There is board meeting on September 17th . I would like this email read during the Regular Agenda item number 5 Public Comments please. Thanks

Wood stove and fireplace smoke is not just a nuisance to me and my grandkids. This about the community health. I wrongly assumed that people would use common sense and refrain from burning during last weeks unprecedented smoke event. While here on the North Coast it may be unpopular or until now not needed , other air quality management districts in California are able to and do have wood burning rules. Bay Area "2008 air district passed rule that makes it illegal to burn wood when a Spare the Air Alert is in effect for particulate pollution. This regulation was adopted to protect public health." Amended in 2019. "to include any days year round when a Spare the Air Alert is in effect due to high levels of fine particulate pollution, such as during a wildfire." I believe NCUAQMD could adopt similar rules tailored to our area. I know we do not call Spare the Air Days. Because the district does not have a regulation or rule in place right now should not preclude that a change could be discussed and made by the board. Perhaps a stand alone alert or request about wood stove pollution during wildfire events . I realize that usually the air quality has been very good and therefore there has not been pressure to make changes. But last week's event and the summer of the Chetco river smoke and ash fallout lead me to believe we should and can have something ready for the next event which will undoubtedly come. Thank You Wendy Robertson

[Quoted text hidden]

Agenda Item: 4.2

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TO: North Coast Unified Air Quality Management District Board

FROM: Brain Wilson, APCO

SUBJECT: District Activity Report

DATE: January 21, 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.

Primary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Totals 2019
Complaint Responses - General	3	1	4	0	2	6	1	6	4	15	14	18	74	75
Complaint Responses - Open Burning	9	23	21	21	12	17	9	8	7	2	3	3	135	198
Permissive Burn Days	31	31	29	29	28	28	29	13	0	0	26	31	275	328
Non-Permissive Burn Days ("No Burn Day")	0	0	0	1	2	2	2	18	30	31	4	0	90	37
Permissive Burn Days (%)	100%	100%	100%	97%	93%	93%	94%	42%	0%	0%	87%	100%		
Standard (Residential) Burn Permits Issued	882	563	383	334	198	99	21	8	10	23	406	1305	4,232	4,125
Non-Standard Burn Permits Issued	698	478	376	225	144	76	12	8	12	23	352	1042	3,446	3,092
"No Burn Day" Permits Issued	0	0	0	0	0	1	0	0	0	0	0	0	1	0
Smoke Management Plans (SMP) Reviewed	8	8	4	5	6	2	1	0	8	6	6	14	68	108
SMP Burn Authorizations Issued	117	129	67	57	40	38	4	0	0	1	253	316	1,022	958
Stationary Source Permit Apps. Received	2	9	3	1	3	1	0	10	5	2	6	2	44	27
Stationary Source Permits Issued (new)	0	1	0	0	3	4	1	0	7	0	8	3	27	11
Stationary Source Permits Issued (amended)	0	3	0	1	2	1	1	0	0	2	1	0	11	15
Inspections - Major Sources	11	5	0	5	0	2	1	5	0	3	1	0	33	12
Inspections - Minor Sources	1	7	12	2	9	26	24	8	3	14	8	16	130	260
Inspections - Mobile Sources	2	0	0	1	0	0	0	0	0	0	0	1	4	13
Inspections - Asbestos	0	1	1	1	0	2	0	0	0	0	2	0	7	18
Asbestos Notifications Processed	11	3	3	8	1	5	2	2	4	2	8	4	53	73
Notice(s) of Violation (NOVs) Issued	1	3	3	1	2	0	3	2	5	0	2	5	27	18
Environmental Documents Reviewed	0	0	27	43	0	0	0	0	3	3	3	3	82	227
Grants Paid: Woodstove	1	2	0	0	0	1	10	3	8	10	7	7	49	96
Grants Paid: Moyer	0	0	1	0	0	0	0	0	0	0	0	3	4	
Grants Paid: FARMER	0	1	0	0	0	0	2	1	0	0	0	2	6	
Grants Paid: Rural School Bus	0	1	7	1	0	4	3	8	8	5	2	3	42	

Air Monitoring Report for January 2021

Air Monitoring Data Summary:

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

- There were nine Federal Equivalent Method (FEM) PM₁₀ exceedances of the State Ambient Air Quality Standard recorded during the reported period. Eight of these exceedances were due to wildfire activity. The ninth is of undetermined cause. Exceedances due to wildfire events will be included in an Exceptional Event Report.
- There were two Federal Reference Method (FRM) PM_{2.5} exceedances of the State and Federal Ambient Air Quality Standard recorded during the period. Both were due to significant wildfire activity. Exceedances due to wildfire events will be included in an Exceptional Event Report.
- There were 26 non-FEM PM_{2.5} 24 Hour exceedances of the State and Federal Ambient Air Quality Standard recorded during the period. All were due to significant wildfire activity. It is not necessary to include non-FEM exceedances in the Exceptional Event Report.
- There were no O₃, SO₂, NO₂, or CO exceedances of the State or Federal Ambient Air Quality Standard recorded during the period.

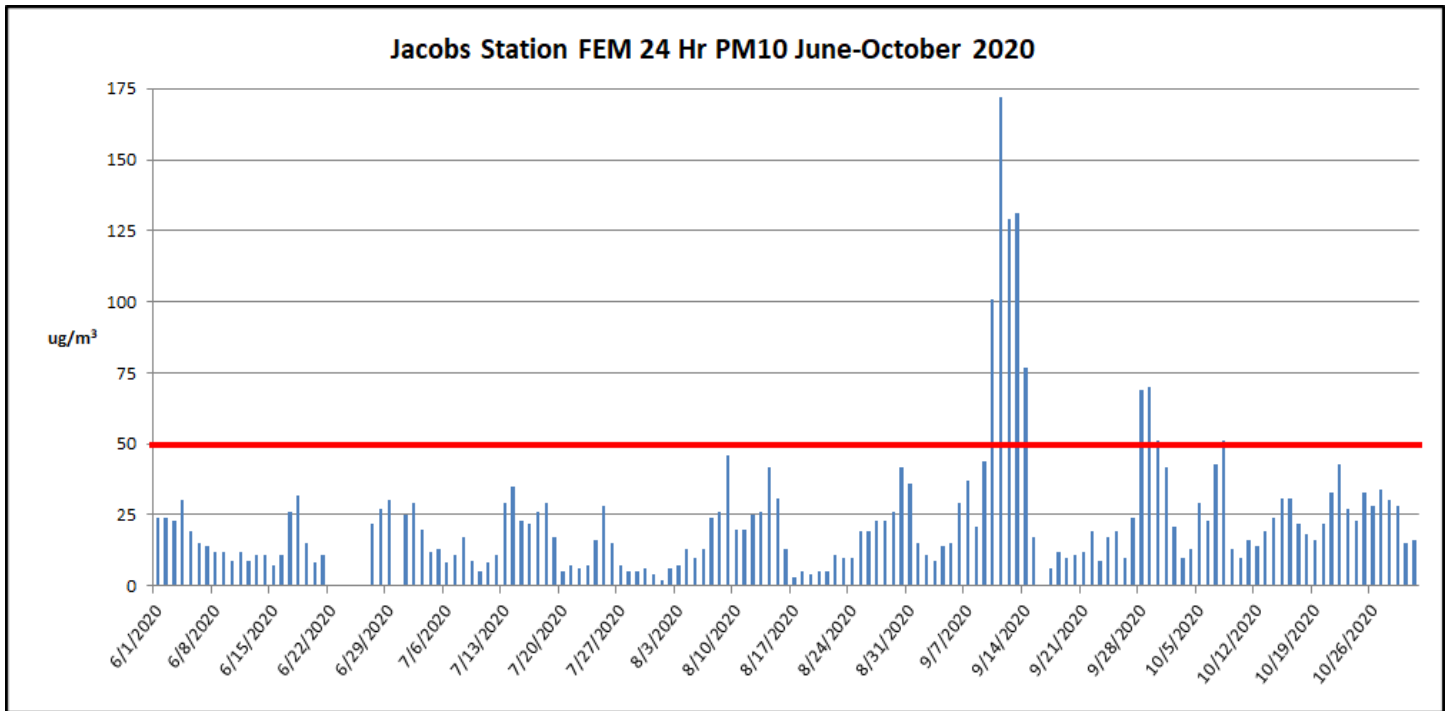
Particulate Levels in Relation to CA Ambient Air Quality Standards

	Jacobs	Crescent City	Weaverville
Max FEM 24-hour PM ₁₀ (June-October 2020)	344%	NA	NA
FEM PM ₁₀ Rolling Arithmetic Mean (November 2019-October 2020)	98%	NA	NA
Max FRM 24-hour PM _{2.5} (June-October 2020)	277%	NA	NA
FRM PM _{2.5} Rolling Arithmetic Mean (November 2019 – October 2020)	71%	NA	NA
Max non-FEM 24-hour PM _{2.5} (June-October 2020)	NA	496%*	389%*
Non-FEM PM _{2.5} Rolling Arithmetic Mean (November 2019- October 2020)	NA	89%*	102%*

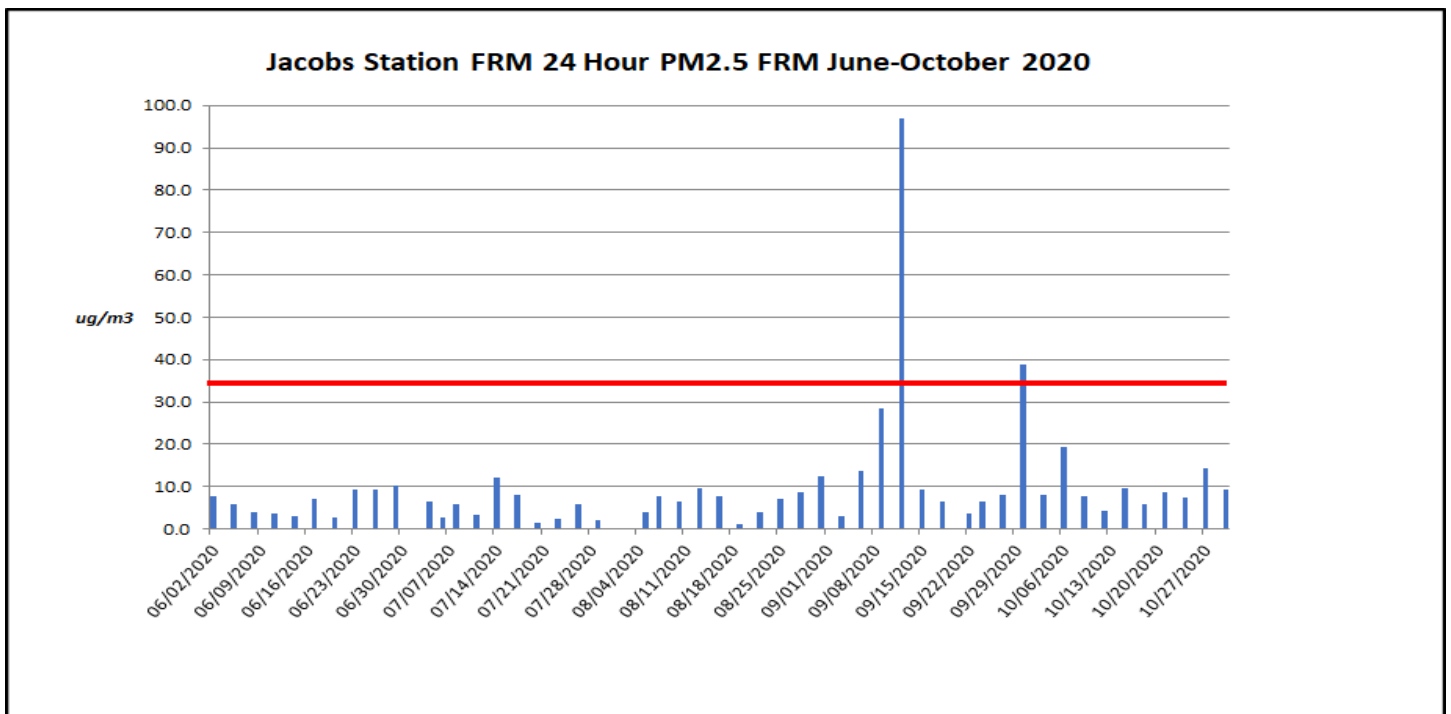
- Data unavailable

* Instrument not used for Federal Attainment Designation

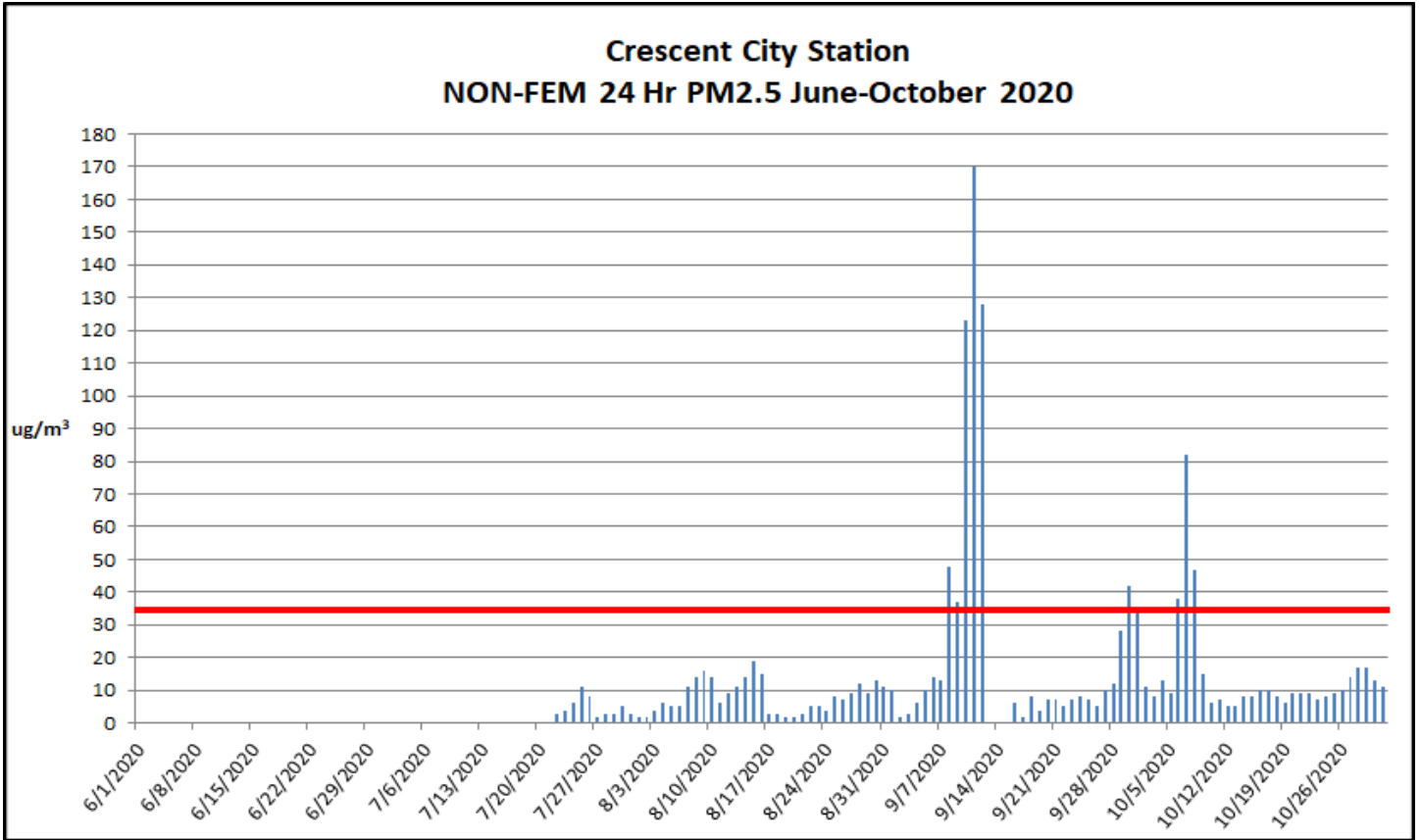
Detailed Graphs:



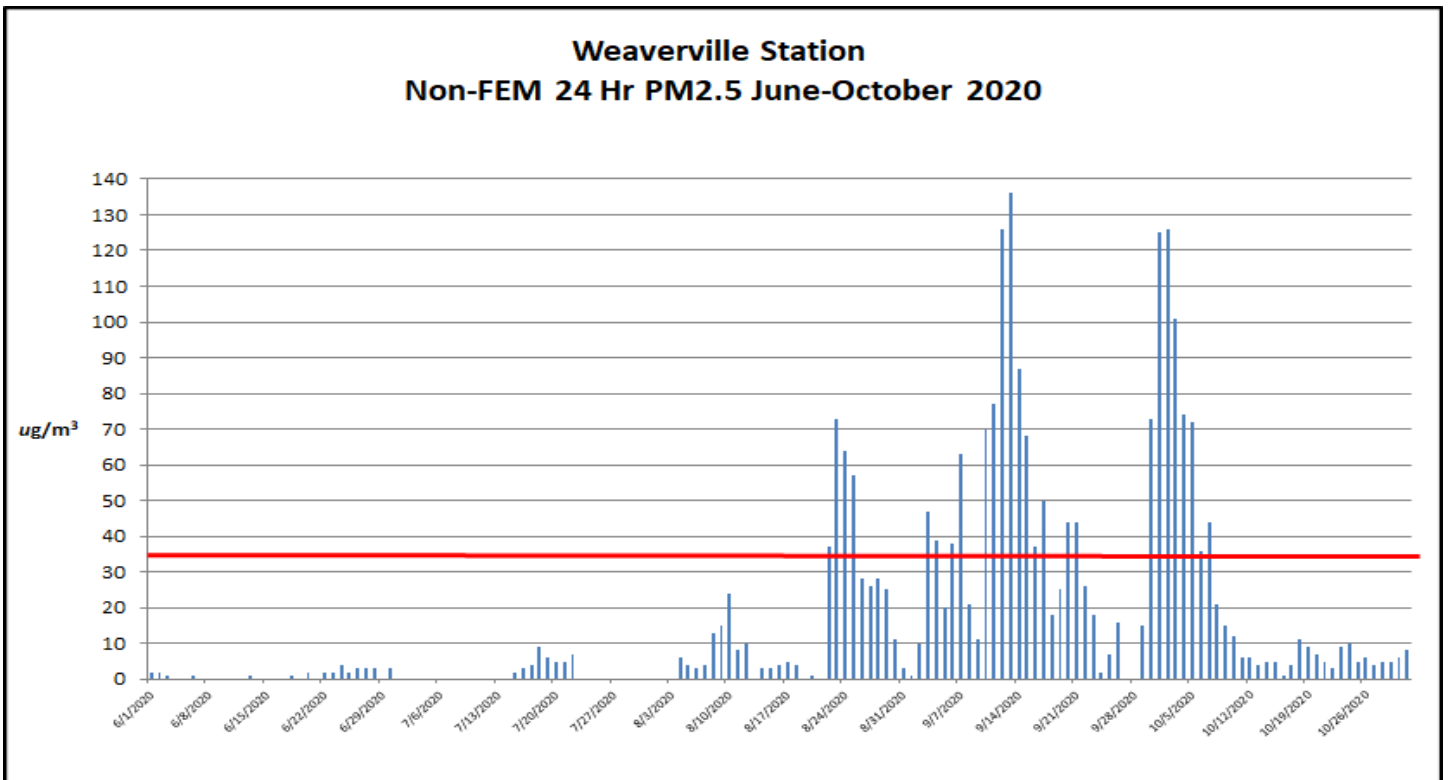
- 24 Hour California AAQS is 50 $\mu\text{g}/\text{m}^3$, Federal AAQS is 150 $\mu\text{g}/\text{m}^3$.
- California Annual Arithmetic Mean AAQS is 20 $\mu\text{g}/\text{m}^3$.
- Humboldt County is classified as non-attainment for this pollutant.



- Federal AAQS is 35 $\mu\text{g}/\text{m}^3$. 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.

Agenda Item: 4.3

**North Coast Unified
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TO: North Coast Unified Air Quality Management District Board

FROM: Brian Wilson, APCO

SUBJECT: Account Transfers

DATE: January 21, 2021

ACTION REQUESTED: By Consent, Authorize Account Transfers

SUMMARY:

At this time, our Financial & Human Resources Administrator indicates only one account transfer is recommended at this time for the FY 2020-21 Budget, which will not result in an increase or decrease in the current adopted budget. The Board has previously provided the APCO authority to make inter-account transfers within specific budget accounts, with the Board retaining authority to approve transfers between major account sections.

Listed below is a summary of the account transfer requested:

Proposed Account Transfer(s)					
From Acct#	Account Name	From Amount	To Acct #	Account Name	Amount
60900	Transportation & Travel	\$4,600	60300	Insurance- General, Liability, E&O	\$4,600
	Total	\$4,600		Total	\$4,600

Overall, budgeted income and expenses are essentially where we would expect them to be at a mid-year. However, there was a sudden increase in our annual invoice from the provider, SDRMA, this year as compared to the previous year. Last year, it was a total of \$15,865 and so we budgeted \$16,000 for FY20-21 Budget. This year's invoice was \$20,515, leaving a \$4,515 gap. SDRMA has not yet indicated the basis for the increase. It is recommended that the funds be pulled from the Transportation & Travel account because this account is tracking to be less than anticipated given impacts from COVID-19.

Agenda Item: 5

Agenda Item: 6

Agenda Item: 7

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**Resolution 2021-1
Resolution of Appreciation for Supervisor Judy Morris**

WHEREAS, Ms. Morris has served as a Trinity County Supervisor, and in that capacity has also served on the Governing Board of Directors of the North Coast Unified Air Quality Management District from 2014 to 2015, and from November 2017 to December 2020; and

WHEREAS, Ms. Morris has provided exceptional service to Trinity County and her constituents by serving honorably on the District's Governing Board; and

WHEREAS, Ms. Morris has ensured that the citizens of her County and those within the District jurisdiction are regulated by a fair and balanced air district; and

WHEREAS, Ms. Morris has tirelessly advocated for her constituents and to ensure the concerns of rural communities are represented; and

WHEREAS, Ms. Morris has maintained that rural and economically disadvantaged areas are well represented for receiving available grants, and clean efficient wood heat options; and

WHEREAS, Ms. Morris has willingly borne the burden of reviewing documents and regulations, and the hours necessary to stay informed of the complex issues concerning air quality; and

WHEREAS, Ms. Morris has shared her personal passion for conservation of the environment and successful collaboration among Northern California counties, Tribes, and diverse stakeholders; and

WHEREAS, Ms. Morris has endeavored to bring forth good discussion in the interest of all citizens to ensure regulatory oversight and to come to resolution on difficult topics; and

WHEREAS, Ms. Morris will be missed by fellow Board members, members of the general public, District staff, and all proponents of clean air and improved public health in the District; and

NOW, THEREFORE BE IT RESOLVED, that the Governing Board of Directors for the North Coast Unified Air Quality Management District hereby convey their appreciation and gratitude for Ms. Morris's significant service to the citizens of the District, the Board and the District employees, and wish her well in all future endeavors.

Board Chair

Date:

Clerk of the Board

Date:

Agenda Item: 8

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TO: North Coast Unified Air Quality Management District Board

FROM: Brian Wilson, APCO

SUBJECT: Calendar of Meetings for 2021

DATE: January 21, 2021

ACTION REQUESTED: Adopt Calendar of Meetings for 2021

SUMMARY:

At the Board meeting of September 17, 2020, the Board approved the next meeting date of January 21, 2021, but the Calendar of Meetings still needs to be adopted for 2021.

In the past, the Board has chosen to meet every other month on the third Thursday of the month, with an additional meeting in April to accommodate the annual budget process.

Attached for your consideration is the proposed Calendar of Meetings for 2021 which continues with meetings scheduled for every other month on the third Thursday of the month, with an additional meeting in April to accommodate the annual budget process.

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2021 Governing Board Meeting Calendar

January 21	10:30 a.m.
March 18	10:30 a.m.
April 15	10:30 a.m.
May 20	10:30 a.m.
July 15	10:30 a.m.
September 16	10:30 a.m.
November 18	10:30 a.m.

Due to COVID-19, Board meetings will continue be conducted via Zoom teleconference. Public comments will be accepted by the Board Clerk via email during the meeting. Accommodations and access to NCUAQMD meetings for people with special needs must be requested of the Clerk in advance of the meeting. Board meetings begin at 10:30 a.m. unless otherwise noted.

***For Board Meeting information contact the District at:
(707) 443-3093, support@ncuaqmd.org, or go to www.ncuaqmd.org.***

Agenda Item: 9

**North Coast Unified
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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: January 21, 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 has performed 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 already typically 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.

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. The Board has previously approved the APCO to issue an RFP to perform these financial audits. 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.

The District has issued an RFP (attached) from 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. The District required proposals to be submitted by January 15, 2021.

At the time of the publication of this Board Agenda and Memorandum, the District has not yet received responses to the RFPs which were required to be submitted by Friday, January 15, 2021. Staff plans to update the Board at the meeting with a proposal based upon responses received to the RFP.

**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: January 15, 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 January 15, 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. Auditor must maintain comprehensive general liability and professional liability insurance coverage.

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

A copy of the most recent audit is attached. Interested applicants who wish to review prior years' audit reports and management letters should contact Ms. Penny Costa at (707) 443-3093 x117. 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: 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: Modification of Employee Job Description

DATE: January 21, 2021

ACTION REQUESTED: Approve Proposed Updated Job Description for *Compliance & Enforcement Division Manager*

SUMMARY:

When a position becomes vacant, Staff reviews the job description and recommends updates or revisions as necessary prior to re-filling the position. The District's Compliance & Enforcement Manager position is now currently vacant and needs to be filled. The attached existing job description was last revised in 2007, and is not currently up to date on capturing the tasks and requirements of the position.

The proposed updated job description has been modified to better represent the job duties for the position, and is also 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. Also attached is the current District organizational chart which may be helpful.

Staff recommends and requests that the Board approve the proposed updated job description for the *Compliance & Enforcement Division Manager* position.

North Coast Unified Air Quality Management District
2300 Myrtle Avenue, Eureka, CA 95501
(707) 443-3093 FAX (707) 443-3099
<http://www.ncuaqmd.org>



Compliance & Enforcement Division Manager

Job Description
(revised January 2007)

GENERAL – Under the direction of the Air Pollution Control Officer, the Compliance & Enforcement Division Manager, using a high degree of independence, manages the activities of the Compliance Division. The position manages activities of compliance assurance and enforcement of major and minor sources of air pollution located within the District. This is a mid-level management position; providing overall compliance and oversight for compliance assurance. The position involves program, policy and assigned related project development and implementation, as well as supervising and participation on daily activities of skilled technical subordinates. The position demands a combination of administrative and technical skills, application of federal, state and local environmental laws and effective interpersonal communications. The position will serve as primary liaison with coordinating enforcement activities with federal, state and local public agencies (including city, county educational institutions, and special districts). This position is considered an exempt position under the Fair Labor Standards Act.

PRINCIPLES DUTIES:

1. Plans, coordinates and evaluates work of subordinates including inspections, investigations, complaint response, compliance evaluations of regulated sources of air pollution, reviewing and issuing notices of violation, notices to comply, and preparing civil and criminal case files for further action.
2. Implements the District's civil penalty program through review of case files and recommendations for civil penalty settlements.
3. The position participates as a team member to develop compliance elements of federal operating permit program activities.
4. Develops, revises and implements compliance procedures for permitted sources.
5. Ensures that the District's enforcement actions are timely and that reporting requirements are met.
6. Develops recommendations for proposals and implementation of rules.
7. Participates with other District staff as member of assigned rule-writing task forces; reviews proposed rules for enforceability.
8. Participates in the preparation of the annual budget as directed.
9. Assists in reviewing new and amended permits for enforceability with Federal, State and local laws and regulations.
10. Assures that required activity reports to state and federal agencies are complete, in correct format, and submitted on time.
11. Coordinates with other appropriate agencies on enforcement actions.
12. Prepares recommendations and strategies designed to improve the effectiveness of individual District policies and the compliance program in general. The

incumbent will prepare periodic reports as requested by the APCO, the Governing Board, and required by USEPA and CARB.

13. Under the direction of the APCO, participates in the hiring, coordinating, training and evaluation of Division staff performance.
14. Serves as the District Evidence Officer, in charge of maintaining effective chain of custody of evidence samples.
15. Reviews reported and unreported stationary source upset/breakdowns.
16. Supervises the residential and non-residential burn permit programs.
17. Ensures that daily burn day determinations are updated.
18. Organizes, prepares, and implements schedules for after hours liaison duties.
19. Other duties as assigned.

The position reports to the office of the Air Pollution Control Officer.

QUALIFICATIONS:

- A bachelor's degree from an accredited college or university in Engineering, Environmental Science, Planning, Public Administration, Natural Resources, or a related field. An equivalent combination of experience and education to allow the incumbent to demonstrate a thorough knowledge of air pollution control is acceptable.
- Five years experience in the field of air pollution control, or demonstrated technical and procedural experience identifying the capacity to perform the assigned tasks.
- Knowledge and the ability to supervise technical staff.
- Experience and ability to work with a variety of public and private entities.
- Excellent oral and written communication skills.
- The ability to use a variety of computer related hardware and software.
- The ability to multi-task and meet critical and fluctuating deadlines.
- Possession of a valid California Drivers License.
- Understanding of issues pertaining to the protection of air quality, land use, environmental planning, meteorology and air quality modeling.
- Knowledge of Air pollution laws, rules, and regulations.
- Experience with air pollution control equipment and industrial operations.
- Knowledge of NSR, PSD, Title V, Toxic Hotspots – AB2588, Vapor Recovery, Dry Cleaning, Residential Open Burning, NESHAPS, civil and criminal litigation preparation, issuance of citations and violations, and knowledge of other State and federal air quality programs.
- Principles of personnel management.
- Information, database and geographical information systems.

DESIRABLE QUALIFICATIONS

- Experience with emission inventory – California CEIDARS program.
- Knowledge of California and federal air quality laws.
- Knowledge of USEPA Region IX activities related to air pollution.
- Experience with national air pollution control laws and programs.
- Understanding of California Special District practices and programs.

- Ability to interpret and apply State and federal legislative program requirements pertaining to air quality.
- Prepare and conduct public presentations and public education campaigns.
- Develop and implement competitive grant programs.
- Write and manage contracts for services.
- Well versed in the concepts and practices of evidence collection and preservation.
- Ability to obtain and maintain EPA Reference Method 9 VEE Certification.

COMPENSATION: Salary is commensurate with education and experience. The position is paid biweekly with a monthly salary range of: \$4960 to \$7728 (payroll range 500).

Payroll Range 500 Series:

500.1:	\$4960-\$6055
500.2:	\$6358-\$7728



Job Description:
COMPLIANCE & ENFORCEMENT DIVISION MANAGER

GENERAL:

Under supervision of the Air Pollution Control Officer (APCO), the Compliance & Enforcement Division Manager oversees, organizes, plan, directs, and reviews the activities of the Compliance & Enforcement Division and manages activities of compliance assurance and enforcement of sources of air pollution located within the District. The position is a mid-level management position that involves program, policy, and assigned related project development and implementation, as well as supervising daily activities of inspection staff. The position demands a combination of administrative and technical skills, application of federal, state and local environmental laws and strong effective interpersonal communications. The position will serve as primary liaison with coordinating enforcement activities with federal, state and local public agencies (including city, county, and special districts). This position is part of the District's management team and is considered an exempt position under the Fair Labor Standards Act.

EXAMPLES OF PRINCIPLE DUTIES:

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

- Plans, assigns, directs, and supervises the work of inspection staff to achieve Division goals, such as inspections, investigations, complaint response, compliance evaluations, etc.
- Ensures that inspections of permitted sources are performed at timely intervals to meet strategic objectives and expectations, regularly reviews progress and inspection reports, and maintains inspection reports and files.
- Oversees and/or participates in the timely inspection of air pollution sources, process equipment, and related air pollution control devices.
- Ensures major sources (Title V permits) are adequately inspected and any appropriate compliance actions are taken in a timely manner, ensuring that all major sources have a Full Compliance Evaluations, and that quarterly emissions are reviewed.
- Directs and manages the District's Asbestos NESHAP and Natural Occurring Asbestos (NOA) programs; provides trainings for the regulated community and oversees the issuance of any required permits (AORs) or acknowledgements; ensures asbestos permits and files are maintained.
- Assists in the preparation of staff reports for the District's Governing Board and/or Hearing Board; coordinates and manages requests for Variance and petitions to the Hearing Board following District regulations and procedures.
- Directs and performs data analysis and necessary calculations needed to determine source compliance, and amounts and types of pollutants emitted.
- Ensures that reported and unreported stationary source upset/breakdowns are reviewed and proper action is taken.
- Manages and directs the issuance of notices of violation (NOV), notices to comply, and the preparation and review of Settlement Agreements; maintains accurate compliance records and files.
- At the APCO's direction, leads negotiations with sources on resolution of notices of violations or settlement agreements.
- Ensures that all compliance activities, milestones, activities, and penalties required by Settlement Agreements, or Consent Decrees are achieved.

- Implements the District's civil penalty program through established Board approval and policy; reviews NOV case files and staff recommendations for civil penalty settlements; provides settlement agreement and resolution proposals to the APCO for final approval.
- Coordinates with other appropriate agencies on enforcement actions.
- Represents the District and testifies in court as an expert witness as necessary.
- Coordinates and prepares civil and criminal case files for further action, including measures such as the utilization of small claims court as necessary.
- Serves as the District Evidence Officer, in charge of maintaining effective chain of custody of evidence samples.
- Manages the investigation, documentation, tracking, and resolution of air quality complaints.
- Conducts and participates in meetings with permitted sources, businesses, individuals, and public agencies.
- As directed, participates in working and advisory groups such as with the EPA, CARB, state, county, California Air Pollution Officers Association (CAPCOA), etc.
- As directed, develops and participates in educational and public outreach events/campaigns as necessary.
- Reviews and makes recommendations on new or proposed rules and regulations to determine effect on existing programs and enforceability.
- Effectively manages the Compliance & Enforcement Division's responsibilities required by any District MOU or agreement with other entities (CARB, EPA, etc.).
- Participates in the preparation of the annual budget as directed.
- Prepares and submits timely activity reports and plans to state and federal agencies, such as CARB's Portable Equipment Registration Program (PERP), EPA Compliance Monitoring Strategy (CMS) Plan, etc.
- Coordinates with staff, public and fire agencies in the implementation, and enforcement of the District's Open Burning Program, enforcing applicable burn permit conditions and applicable laws and regulations, and inspecting proposed burn sites and materials.
- As directed, supervises, implements, and oversees the management of the District's Open Burning Program as necessary.
- Organizes, prepares, and implements schedules for any after-hours liaison duties as necessary; responds to after hours complaints or compliance issues as directed.
- Develops, revises, and implements compliance procedures for permitted sources.
- Develops, implements, and maintains written policies and procedures for the Division.
- Prepares recommendations and strategies designed to continually improve the effectiveness of individual District policies and the compliance program in general.
- Ensures staff obtain necessary trainings for enhancing computer skills, inspection techniques, communication, certifications (VEE, Asbestos, etc.) and/or any relevant air quality trainings needed (EPA, CARB, CAPCOA, etc.).
- Under the supervision of the APCO, provides evaluations of Division staff performance and may participate in the hiring activities.
- Establishes and maintains professional and effective working relationships with the public, industry, co-workers, and management, and interacts effectively and professionally under pressure.
- Other duties as assigned and as required to fulfill the essential functions of the position.

MINIMUM EDUCATION, EXPERIENCE, AND QUALIFICATIONS:

- Knowledge of current local, State, and Federal air quality rules and regulations.
- Knowledge of principles, practices and research methods related to the analysis and control of air pollution.
- Knowledge of the principles, methods, practices and equipment used to determine, analyze, evaluate and control stationary sources of air contamination.

- Ability to analyze, interpret, and apply pertinent provisions of governmental policies, mandates, or agreements, and ensure that divisional activities conform with Federal, State and local laws and standards.
- Ability to direct, train, evaluate, and supervise staff in a technical air quality Compliance Division; plan, direct and review the work of subordinate staff; use of progressive discipline and mentoring techniques.
- Ability to coordinate Division functions with industry, government, the media and the public to effectively interpret and administer State and Federal mandates and District rules and regulations.
- Ability to identify and resolve operation problems and recommend solutions; analyze complex problems, evaluate alternatives and reach sound conclusions within legal and procedural constraints.
- Possess excellent verbal and written communication skills.
- Ability to deal calmly and constructively with conflict and develop effective resolutions in difficult situations dealing with sources and the general public.
- Ability to establish and maintain cooperative working relationships with staff.
- Ability to promote cooperative relationships with governmental, industrial, and public groups concerned with air pollution control programs.
- Familiar with the principles of physics, chemistry, mathematics, meteorology, statistics, environmental planning or engineering as they apply to air pollution control and enforcement techniques.
- A bachelor's degree from an accredited college or university in Engineering, Environmental Science, Planning, Public Administration, Natural Resources, or a related field. An equivalent combination of experience and education to allow the incumbent to demonstrate a thorough knowledge of air pollution control is acceptable.
- Five years' experience in the field of air pollution control, or demonstrated technical and procedural experience identifying the capacity to perform the assigned tasks.
- Ability to obtain and maintain EPA Reference Method 9 VEE Certification.
- Possession of a valid California Driver's License.

DESIRABLE QUALIFICATIONS:

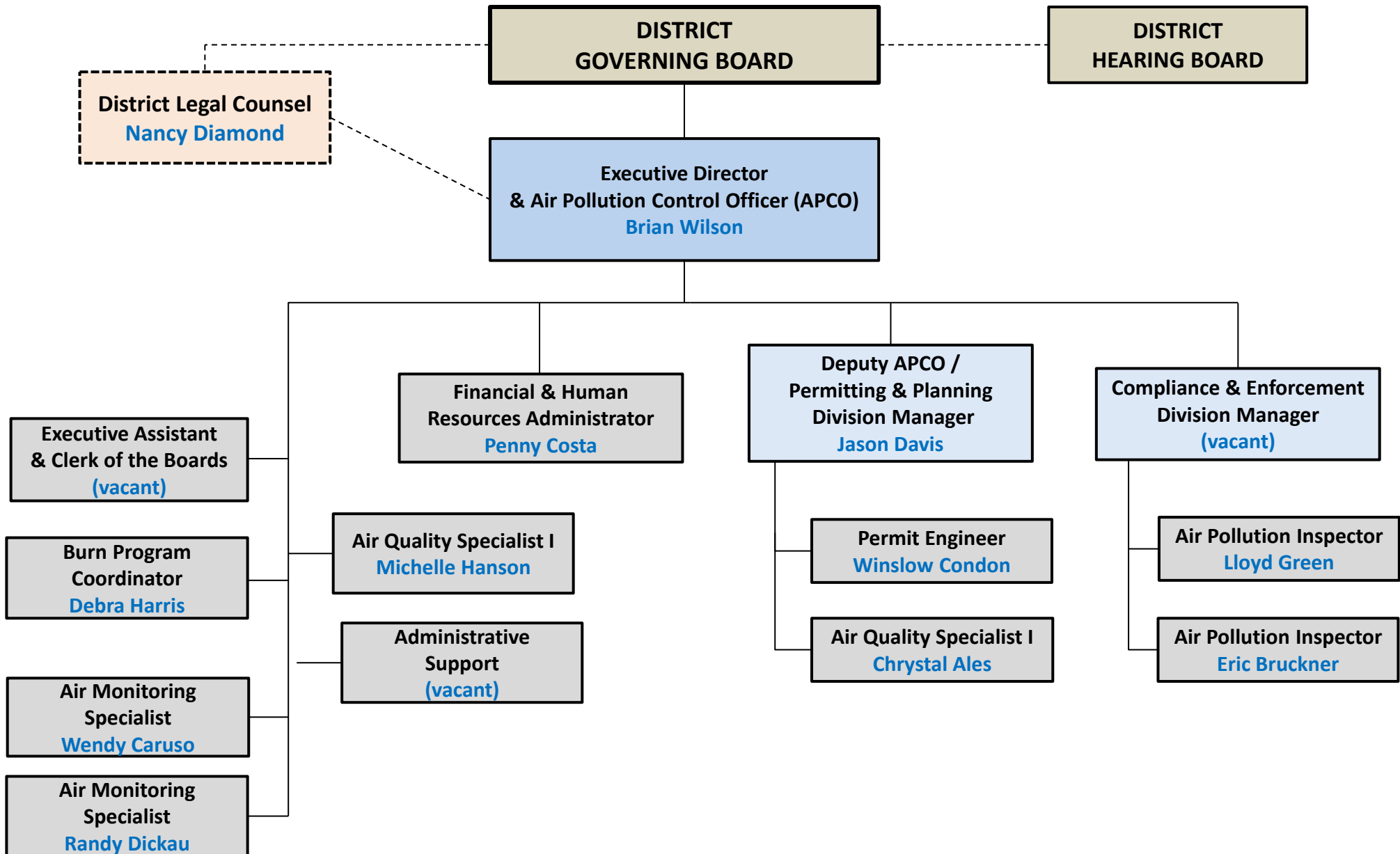
- Knowledge of principles and practices of environmental laws and civil procedure.
- Knowledge of NSR, PSD, Title V, Toxic Hotspots – AB2588, Vapor Recovery, Open Burning, Smoke Management Plans, NESHAPs, civil and criminal litigation preparation, issuance of citations and violations, and knowledge of other State and federal air quality programs.
- Experience and knowledge of emission inventory concepts, derivation, and inventory calculations; California CEIDARS program.
- Experience and knowledge of information, database and geographical information systems.
- Knowledge and ability with project management software, systems, and/or equipment to automate inspection collection and procedures.
- Knowledge of US EPA Region IX activities related to air pollution, and experience with national air pollution control laws and programs.
- Two years of experience serving in a position demonstrating the ability to perform the assigned duties.
- Ability to work well in an environment requiring multi-tasking.

COMPENSATION:

The position is paid bi-weekly with a monthly salary range within the Payroll Range 500: Range 500.1 (\$5,477 - \$6,685) and Range 500.2 (\$7,019 - \$8,532). Salary is commensurate with education and experience.

North Coast Unified Air Quality Management District (NCUAQMD)

Organizational Chart



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: Brian Wilson, APCO

SUBJECT: APCO Report

DATE: January 21, 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 Response to COVID-19

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. There have been no health concerns with staff regarding COVID-19.

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 in the next few months.

District staff has attended CalPERS Prefunding Programs Workshops for the California Employers' Retiree Benefit Trust (CERBT) Fund and the California Employers' Pension Prefunding Trust (CEPPT) Fund financial instruments. District Staff has also had a presentation by 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. Demolition and Asbestos Abatement at Somoa Pulp Mill Site

The District will continue to work with representatives of Nordic Aquafarms and SHN Consulting regarding demolition plans for the new land based fish farm facility planned at the location. Several years ago, after the Humboldt Bay Harbor District took ownership, the US EPA abated many of the hazards including most of the asbestos present at the location. The present plans are to finish any abatement needed and then demolish several structures including the stack and recovery boiler building.

4. Update on State Woodsmoke Grant

The District was allocated about \$315,000 in Year 1 Program Funding (out of \$5 million statewide) and funded 70 wood stove replacements. CARB allocated \$170,000 for Year 2 Program funding (out of \$3 million statewide). Within small and rural air districts, the District was again allocated the largest amount of funding in the state for the second year. In addition, the District allocated an additional \$100,000 from settlement funds to supplement CARB funding this year, and also gain authorization to spend \$52,000 in AB 617 funding toward wood stove replacements.

The \$322,000 in funds for Year 2 have now been spent, and the District has allocated over 70 projects. Most of the grant vouchers received were around \$4,000 to \$5,000 per project. Although the Woodstove Reduction Program will not receive funding in the next State budget due to COVID-19 impacts, the District plans to continue to utilize earmarked settlement funding until depleted.

5. Notification – CARB Approves Rules on HFCs

In December 2020, CARB approved first-in-the nation rules to curb the impact of powerful artificial refrigerants known as hydrofluorocarbons or HFCs. California is required to reduce HFC emissions 40 percent below 2013 levels by 2030 under Senate Bill 1383. The new rules affect commercial and industrial, stationary refrigeration units, such as those used by large grocery stores, as well as commercial and residential air conditioning units. The rules approved also signal the beginning of the first refrigerant recycling program to put responsibility for compliance with manufacturers.

CARB will be moving forward with a new rulemaking efforts limiting purchase or use of new high-global warming potential (GWP) refrigerant, and a partnership with other states and the federal government to design a national program. Starting in 2022, new facilities will be required to use refrigerants that can reduce their emissions by up to 90 percent. The intent of the new rules is to eliminate the use of very high-GWP refrigerants in every sector that uses non-residential refrigeration systems. Compliance begins for most home air conditioning equipment in 2025.

6. Notification - AB 836 Wildfire Smoke Clean Air Centers

AB 836 (Wicks) created a pilot program to retrofit ventilation systems to create a network of clean air centers for wildfire relief. CARB is in the collaborative process

with air districts and stakeholders and developing funding guidelines and grant agreements this Spring, with an anticipation of distributing funds to air districts prior to the 2021 fire season.

7. Notification - White House Executive Order Establishing The Wildland Fire Management Policy Committee

The Trump Administration had indicated that the Federal wildland fire management lacks a single focal point of responsibility for policy leadership and accountability for cost controls. They have stated that while executive departments and agencies (agencies) have implemented Executive Order 13855 of December 21, 2018 (*Promoting Active Management of America's Forests, Rangelands, and Other Federal Lands To Improve Conditions and Reduce Wildfire Risk*), and similar Administration efforts, the White House indicates that more must be done to continue to improve interagency coordination. On January 14, 2021, the White House has issued the attached Executive Order establishing The Wildland Fire Management Policy Committee.

8. Staff Training

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 - *How to Supervise and Evaluate Employees During COVID – 19* - Penny Costa
- US BANK - *Cal-Card Fraud Prevention in the COVID-19 Era* - Penny Costa
- Shaw Law Group & DFEH - *The Expansion of the California Family Rights Act* - Penny Costa
- Knowledge Enhancer - *IRS Form1099 Reporting Updates for 2020* - Penny Costa
- Shaw Law Group - *COVID-19 Employee Discipline and Separation Challenges* - Penny Costa
- GovInvest - *Understanding CalPERS Actuarial Valuation Reports and Their Impact* - Penny Costa
- Shaw Law Group - *Understanding the New Cal-OSHA COVID-19 Prevention* - Penny Costa
- The National Academies of Science, Engineering and Medicine - *Wildland Fires: Towards Improved Understanding and Forecasting of Air Quality Impacts* – Wendy Caruso
- CARB - *Commercial Harbor Craft Workshop* – Chrystal Ales
- CARB - *One Stop Truck Virtual Event* – Chrystal Ales
- CARB - *Discovering DocuSign University* – Chrystal Ales

California introduces groundbreaking program to reduce climate “super pollutants”

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December 10, 2020
Release #20-39

California introduces groundbreaking program to reduce climate “super pollutants”

Landmark regulation addresses commercial refrigeration, air conditioning equipment

SACRAMENTO – Today the California Air Resources Board approved first-in-the-nation rules to curb the impact of powerful artificial refrigerants that pose a growing danger globally to efforts to contain the worst impacts of climate change.

The refrigerants, known as hydrofluorocarbons or HFCs, are considered to be super pollutants because they trap heat in the atmosphere thousands of times more effectively than carbon dioxide, the most prevalent greenhouse gas. These rules can serve as a national model for super pollutant reduction.

“Chemical refrigerants are fast-acting super pollutants and the fastest growing source of climate gases in the world today,” said CARB Chair Mary D. Nichols. “And as the earth grows warmer, people will need to cool food, medicine and their buildings even more than we do today. We need safer alternatives to be deployed as fast as possible.”

California is required to reduce HFC emissions 40 percent below 2013 levels by 2030 under Senate Bill 1383. The regulations approved by CARB today are the most comprehensive of their kind in the world, and will help hit that target.

The new rules affect commercial and industrial, stationary refrigeration units, such as those used by large grocery stores, as well as commercial and residential air conditioning units. This equipment often leaks refrigerants over time. In other cases, emissions are released when the equipment is dismantled and destroyed at the end of its useful life.

These rules will contribute to reversing the growth trend in HFC emissions, a growing threat to the planet, and help the state achieve its goal of carbon neutrality. CARB estimates the regulations will achieve annual reductions by approximately 3.2 million metric tons of GHGs in 2030 and, with a cumulative reduction of more than 62 million metric tons by 2040, the equivalent of taking more than 12 million cars off the road. Potential benefits in avoided climate impacts could save more than \$7 billion through 2040.

Prior to 2018, California was the only state that regulated HFCs. Sixteen other states have now passed legislation, based on California’s rules, or are in the process of doing so.

The rules approved today also signal the beginning of the first refrigerant recycling program to put responsibility for compliance with manufacturers. The recycling effort will help develop an even more robust program that can serve as a national model. CARB will now move forward immediately with a new rulemaking limiting purchase or use of new high-global warming potential (GWP) refrigerant, and a partnership with other states and the federal government to design a national

program. California will then work towards 100 percent refrigerant recovery and recycling.

Technology exists that makes it possible for new facilities to use refrigerants with very low-GWP today, such as naturally occurring substances like carbon dioxide or ammonia. Additionally, the next generation of synthetic refrigerants with lower GWPs are under rapid development, in part because of requirements like California's that will likely become national standards. Starting in 2022, new facilities will be required to use refrigerants that can reduce their emissions by up to 90 percent. The intent of the new rules is to eliminate the use of very high-GWP refrigerants in every sector that uses non-residential refrigeration systems. Compliance begins for most home air conditioning equipment in 2025.

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CARB is the lead agency for California's fight against climate change, and oversees all air pollution control efforts in the state to attain and maintain health-based air quality standards.

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EXECUTIVE ORDERS

Executive Order on Establishing The Wildland Fire Management Policy Committee

— LAND & AGRICULTURE

Issued on: January 14, 2021



By the authority vested in me as President by the Constitution and the laws of the United States of America, it is hereby ordered as follows:

Section 1. Purpose. Federal wildland fire management lacks a single focal point of responsibility for policy leadership and accountability for cost controls. While executive departments and agencies (agencies) have implemented Executive Order 13855 of December 21, 2018 (Promoting Active Management of America’s Forests, Rangelands, and Other Federal Lands To Improve Conditions and Reduce Wildfire Risk), and similar Administration efforts, more must be done to continue to improve interagency coordination.

In contrast to effective ground-level coordination with States, including at the National Interagency Fire Center on suppression activity and the Wildland Fire Leadership Council (WFLC) on Federal-State policy coordination, agencies do not adequately or effectively coordinate with each other at the policy level to reduce hazardous fuels and wildfire severity. This order will ensure that agencies effectively work together in coordinating Federal wildland fire management policy to improve funding allocations for hazardous fuel projects, performance measures for suppression operations and hazardous fuels mitigation, procurement, Federal-State cooperation and cost sharing, cross-jurisdictional post-wildfire rehabilitation, monitoring of electric transmission lines and other critical infrastructure, and other functions.

Sec. 2. Policy. It is the policy of the United States to:

- (a) Improve coordination among agencies on wildland fire management policy, implementation, and oversight issues;
- (b) Reduce unnecessary duplication across the Federal Government by coordinating and consolidating existing wildland fire-related councils, working groups, and other formal cross-agency initiatives, as appropriate;
- (c) Efficiently and effectively manage preparedness resources, initial attack response, extended attack and large-fire support, post-wildfire rehabilitation, and hazardous fuels at a cross-boundary, landscape scale;
- (d) Promote integrated planning and procurement among agencies for Federal investments in wildland fire management infrastructure;
- (e) Support workforce development and efforts to recruit, train, and retain Federal wildland firefighters to efficiently and effectively respond to wildfire on public lands, and to protect life, property, and community infrastructure; and
- (f) Coordinate Federal engagement with State, local, and tribal government entities, including Federal policy positions in the WFLC.

Sec. 3. Interagency Wildland Fire Subcabinet. To promote efficient and effective coordination across agencies engaged in Federal wildland firefighting and to facilitate coordinated and strategic wildland fire management actions, an interagency Wildland Fire Management Policy Committee (to be known as the Wildland Fire Subcabinet) is hereby established.

(a) The Wildland Fire Subcabinet shall be co-chaired by the Secretary of Agriculture and Secretary of the Interior (Co-Chairs), and shall include the Secretary of Defense, the Secretary of Energy, the Secretary of Homeland Security, the Chairman of the Council on Environmental Quality (CEQ), the Director of the Office of Science and Technology Policy (OSTP), the Administrator of the Environmental Protection Agency (EPA), the Director of the National Economic Council (NEC), and the heads of such other agencies, or their designated representatives, as the Co-Chairs deem appropriate.

(b) The Wildland Fire Subcabinet shall meet quarterly.

Sec. 4. Reducing Inefficiencies and Duplication. Currently, several Federal wildfire-related councils, task forces, working groups, and other formal cross-agency initiatives (Federal interagency working groups) exist to address wildland fire management policy. Within 90 days of the date of this order, the Wildland Fire Subcabinet shall, to the extent practicable, identify all such Federal interagency working groups and provide recommendations to the Secretary of the Interior, the Secretary of Agriculture, and the Director of the Office of Management and Budget (OMB) on coordinating and consolidating these Federal interagency working groups, as appropriate and consistent with applicable law.

Sec. 5. Improving Wildland Fire Management Policy Coordination, Implementation, and Oversight. Within 180 days of the date of this order, the Wildland Fire Subcabinet shall develop, publish, and implement a strategic plan addressing the issues described in this section. To implement this strategic plan, the Wildland Fire Subcabinet shall develop specific measurable goals, performance targets, and dashboard reporting for consideration by each Federal agency represented on the Wildland Fire Subcabinet, using common data standards at the wildfire and hazardous fuels program level. This strategic plan shall address the issues described below:

(a) Effectively managing preparedness resources, initial attack response, extended attack and large-fire support, post-wildfire rehabilitation, and hazardous fuels at a cross-boundary, landscape scale;

(b) Developing and adopting additional hazardous fuels performance measures that go beyond the traditional output reporting of total acreage for fuel removal to transparently demonstrate a strategic focus on projects that, by consensus agreement, pose the highest risks to life, property, and community infrastructure;

(c) Developing and adopting additional wildland fire suppression operations performance measures for large wildfires, and for aviation asset deployment, that go beyond the traditional output reporting of acres burned, dollars spent, and gallons of retardant dropped to demonstrate strategic use of high-cost human capital, equipment, and aircraft as opposed to traditional reliance on overwhelming force;

(d) Developing and adopting new technologies to bring to bear cutting-edge management of the wildland fire program to improve the safety, efficiency, and effectiveness of suppression operations;

(e) Developing and adopting data-driven decision-making in order to support infrastructure, allowing for better integration of wildland fire research and development into ground-level suppression operations and hazardous fuel mitigation;

(f) Evaluating personnel policies to ensure that they allow for the year-round availability of a well-trained firefighting force at all levels, from apprentice to incident command, and the most efficient division of responsibility between line officers and incident commanders to support wildfire response and hazardous fuels reduction;

(g) Strengthening government and industry collaboration with critical infrastructure owners and operators, including electric utilities, to better manage and mitigate risks, improve and invest in technology research and development, deploy technologies in concert with the private sector, exchange lessons learned in training and monitoring capabilities, and share operational practices;

(h) Examining regulatory and other issues that negatively impact hazardous fuel reduction and post-wildfire rehabilitation program performance, including coordination across agencies on projects requiring compliance with the National Environmental Policy Act, 42 U.S.C. 4321 et seq.;

(i) Coordinating among Federal land managers to assure efficient and consistent approaches between agencies to review and approve utility vegetation management actions to improve or maintain the reliability of the grid or reduce wildfire risk; and

(j) Developing a coordinated budget strategy that addresses the trade-offs between suppression, preparedness, post-wildfire rehabilitation, and fuels treatment to ensure a balanced commitment of resources and investment in areas at risk or affected by wildfire.

Sec. 6. Report. Within 1 year of the date of this order, and annually thereafter, the Wildland Fire Subcabinet shall update the Chairman of CEQ, the Director of OMB, the Director of OSTP, and the Director of the NEC on the status of the strategic plan and the specific actions identified in this order.

Sec. 7. Administration. The Department of Agriculture shall, to the extent permitted by law and subject to the availability of appropriations, provide administrative support as needed for the Wildland Fire Subcabinet to implement this order. The Departments of the Interior and Agriculture shall consult with WFLC, as appropriate, to effectively carry out the requirements of this order.

Sec. 8. Federal Advisory Committee Act. The members of the Wildland Fire Subcabinet should, pursuant to and consistent with the Federal Advisory Committee Act, as amended (5 U.S.C. App.), and in the interest of obtaining advice or recommendations for the Wildland Fire Subcabinet, use their advisory committees, as appropriate.

Sec. 9. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:

(i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented in a manner consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

DONALD J. TRUMP

THE WHITE HOUSE,
January 14, 2021.

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