

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



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

Thursday, April 20, 2023 at 10:00 a.m.,
NCUAQMD District Office
707 L Street, Eureka, CA 95501

AGENDA

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

CONSENT AGENDA

- | | | |
|-----|--|--------------------|
| 4. | Consider Approving the Consent Agenda, Items for action, 4.1 through 4.2: The Board may approve the Consent Agenda by single motion in whole or in part with or without further discussion. <u>Action Requested:</u> Approve Consent Agenda Items 4.1 through 4.2. | Board Chair |
| 4.1 | By Consent, Approve Minutes of March 16, 2023 Board Meeting | |
| 4.2 | By Consent, Accept and File District Activity Report | |

REGULAR AGENDA

- | | | |
|-----|--|-------------|
| 5. | Public Comment Period (pursuant to Government Code section 54954.3(a)) | Board Chair |
| 6. | District Pension & Other Post Employment Benefit (OPEB) Liability Funding Policies <u>Action Requested:</u> Approve District Pension & OPEB Liability Funding Policies | APCO |
| 7. | Reserve Fund Status <u>Action Requested:</u> Accept and File Report | APCO |
| 8. | Public Hearing: Proposed FY 2023-24 District Budget <u>Action Requested:</u> Open Public Hearing to Consider Adoption of Proposed FY 2023-24 District Operating Budget | APCO |
| 9. | Resolution of Appreciation for John Corbett <u>Action Requested:</u> Approve Resolution 2023-2 | APCO |
| 10. | 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 |
| 11. | APCO Report | APCO |
| 12. | Board Member Reports | Board Chair |
| 13. | Adjournment | Board Chair |

The meeting rooms are ADA accessible. Accommodations and access to NCUAQMD meetings for people with special needs must be requested of the Clerk in advance of the meeting.

Agenda Item: 1

Call to Order

Agenda Item: 2

Roll Call

Agenda Item: 3
Changes & Deletions
to the Agenda

Agenda Item: 4

Consent Agenda

Agenda Item: 4.1

**North Coast Unified
Air Quality Management District**

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**Minutes of the Special Meeting of the North Coast
Unified Air Quality Management District Governing
Board of Directors Meeting of
March 16, 2023**

The meeting was called to order by Chair Chris Howard at 10:01 AM at the NCUAQMD District Office: 707 L Street, Eureka, CA.

The meeting location was made available to the public.

MEMBERS PRESENT:

| | |
|--------------|-----------------------------|
| Rex Bohn | Humboldt County Supervisor |
| Dan Frasier | Trinity County Supervisor |
| Chris Howard | Del Norte County Supervisor |

MEMBERS ABSENT:

| | |
|--------------------|------------------------------|
| Mike Wilson | Humboldt County Supervisor |
| Alexandra Stillman | City of Arcata Councilmember |

STAFF PRESENT:

| | |
|--------------|------------------------------------|
| Brian Wilson | APCO |
| Jason Davis | Deputy APCO |
| Penny Costa | Financial & Admin Services Manager |
| Erin Squire | Clerk of the Board |

OTHERS PRESENT:

| | |
|---------------|---------------------|
| Nancy Diamond | District Counsel |
| Ira Summer | GovInvest Presenter |

Agenda Item 1: Call to Order

Agenda Item 2: Roll Call

Agenda Item 3: Changes or Deletions to the Agenda

Agenda Item 10 was moved before Agenda Item 7.

Agenda Item 4: Consider Approving the Consent Agenda

4.1: Approve Minutes of the January 19, 2023, Board Meeting

4.2: By Consent, Accept and File District Activity Report

4.3: By Consent, Accept and File SDRMA Acknowledgement Award Correspondence

4.4: By Consent, Accept and File SDRMA and CSDA Board of Directors Call for Nomination

4.5: By Consent, Authorize Funds for Expenditure in FY2022-23 Budget

A motion offered by Supervisor Frasier, duly seconded by Supervisor Bohn, to Adopt Consent Agenda Items 4.1-4.5 is hereby APPROVED by the North Coast Unified Air Quality Management District Board of Directors on this 16th day of March 2023, by the following votes:

UNANMIOUS PASS by the following vote:

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

There was no public comment.

Agenda Item 5: Public Comment

There was no public comment.

Agenda Item 6: Election of Officers

A motion offered by Supervisor Bohn, duly seconded by Supervisor Frasier, to Elect Supervisor Howard as Governing Board Chair, and Supervisor Frasier as Vice-Chair is hereby APPROVED by the North Coast Unified Air Quality Management District Board of Directors on this 16th day of March 2023, by the following votes:

UNANMIOUS PASS by the following vote:

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

There was no public comment.

Agenda Item 10: District Pension and Other Post Employment Benefits Liabilities

Ira Summers from GovInvest provided the Board Members with information on the District's current Pension and Other Post Employment Benefits (OPEB) Liabilities and considerations for addressing the unfunded liabilities.

Supervisor Bohn requested the District look at the retirement funding and medical coverage we offer for future employees. Penny Costa, Finance and Administrative Services briefly overviewed the current offerings.

Supervisor Howard exited the meeting at 10:50 AM and a quorum of members was lost. He reentered the meeting at 10:55 AM

Staff will bring funding policy options to the following board meeting(s) and continue the discussion.

There was no public comment. The PowerPoint slides are attached.

Agenda Item 7: Air Toxic “Hot Spots” AB 2588 Program

Staff gave background information on the AB2588 Toxic Hot Spots program and what efforts were initially done to comply, what previous reports were issued, and how the District will soon be complying, including the most recent requirements of the Criteria Toxic Reporting Regulation (CTR).

A workshop will be held in the Fall of this year prior to issuing an updated report for existing/legacy sources.

The APCO indicated that a member of the public had considerable interest on this topic and had made a request to both the APCO and a Board member that the Governing Board be informed on this issue; however, they were not in attendance.

There was no public comment.

Agenda Item 8: Appoint District Hearing Board Members

An update on current membership was provided.

The APCO notified the Board that Dr. Wendy Ring had expressed interest and volunteered to serve in a position on the Hearing Board. Staff will be continuing outreach efforts and the Board can then review findings.

A motion offered by Supervisor Bohn, duly seconded by Supervisor Frasier, Reappoint District Hearing Board Members and Corresponding Alternate Members is hereby APPROVED by the North Coast Unified Air Quality Management District Board of Directors on this 16th day of March 2023, by the following votes:

UNANIMIOUS PASS by the following vote:

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

There was no public comment.

Agenda Item 9: Increase District X-Factor by Consumer Price Index

A brief discussion about the proposed change in X-Factor and the impact on fees ensued.

A motion offered by Supervisor Bohn, duly seconded by Supervisor Frasier, Approve Resolution 2023-1: Increase District X-Factor by Consumer Price Index (CPI) is hereby APPROVED by the North Coast Unified Air Quality Management District Board of Directors on this 16th day of March, 2023, by the following votes:

UNANMIOUS PASS by the following vote:

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

There was no public comment.

Agenda Item 11: APCO Report

The APCO reported out on the following:

- Local increases in prescribed burning anticipated from Federal funding
- Legislation affecting prescribed burning in regard to civil liability and cultural burning (SB 332, SB 926, SB 310)
- Proposed legislation regarding Voluntary Vessel Speed Reduction and sustainable shipping program (AB 953) to include the North Coast
- Update on Financial Audits and Liability Actuarial(s)
- Draft Proposed FY 2023-24 Budget

There was no public comment.

Agenda Item 12: Board Member Reports

There were no Board Member Reports.

Agenda Item 11: Adjournment

The Governing Board Meeting was adjourned at 11:31 AM.

Clerk of the Board Certification:

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


DocuSigned by:
Erin Squire
ERIN SQUIRE
Clerk of the Board


4/14/2023 | 10:26 AM PDT
Date

The meeting rooms are ADA accessible. Accommodations and access to NCUAQMD meetings for people with special needs must be requested of the Clerk in advance of the meeting.


Pension & OPEB Funding

North Coast Unified Air Quality Management District, CA
March 16, 2023








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Pension


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Pension Agenda

-  CalPERS Pension Basics
-  Comparison to Other Agencies
-  Changes to CalPERS & Their Impact
-  Potential Strategies

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CalPERS Pension Basics

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Money going into CalPERS is equal to the Money coming out of CalPERS

Major Driver of Plan Cost

Funding a Pension Plan

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CalPERS Projects Future Benefit Payments using a Series of Assumptions

Economic

- Inflation
- Investment Return
- Salary Growth

Demographic

- Retirement
- Disability
- Death
- Termination

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North Coast Unified Air Quality Management District has 2 Benefit Structures within CalPERS

| | Miscellaneous | PEPRA Miscellaneous |
|-------------------------------|-----------------|--|
| Hire Date | Prior to 1/1/13 | On or After 1/1/13 |
| Formula | 2% @ 55 | 2% @ 62 |
| Final Pay Period | 12 months | 36 months |
| COLA | 2% per year | 2% per year |
| Employee Contributions | 7% of pay | 7.75% of pay (50% of Normal Cost) (Effective July 1, 2023) |

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Over the Next Few Years, More Employees will be in the PEPRA Tier

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Comparison to Other CalPERS Agencies

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Comparison Metrics

- **Funded Percentage**
 - Plan assets divided by Plan liabilities
 - Calculated as of June 30, 2021
- **Total Contribution Percentage**
 - Required Contribution divided by Projected Pensionable Compensation
 - Payable in Fiscal Year 2023/24

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Comparison Group

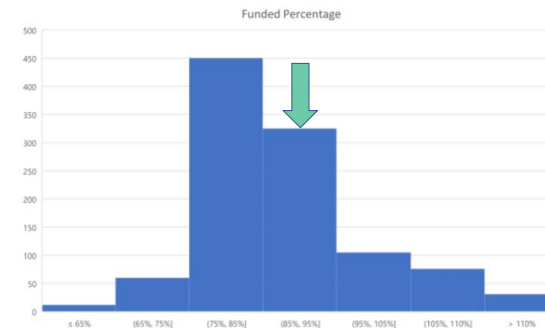
- District Miscellaneous results are compared against all the results for CalPERS Miscellaneous Plans that are in the Risk Pool
- District PEPRA Miscellaneous results are compared against all the results for CalPERS PEPRA Miscellaneous Plans that are in the Risk Pool

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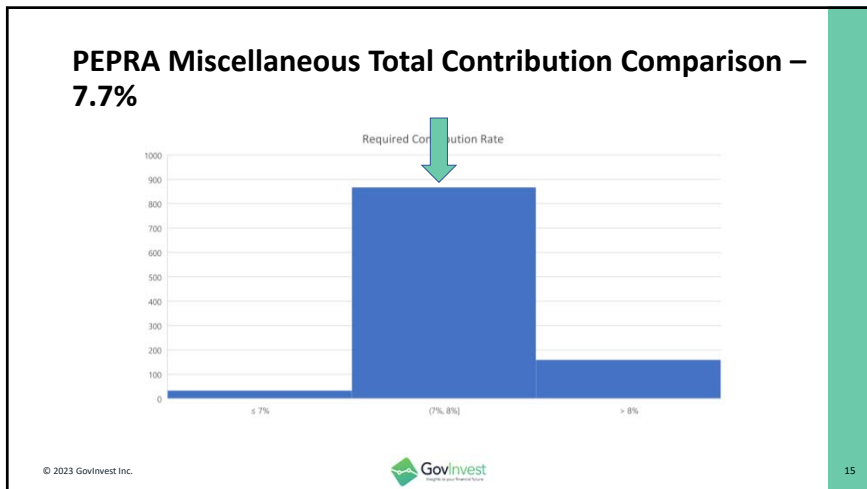
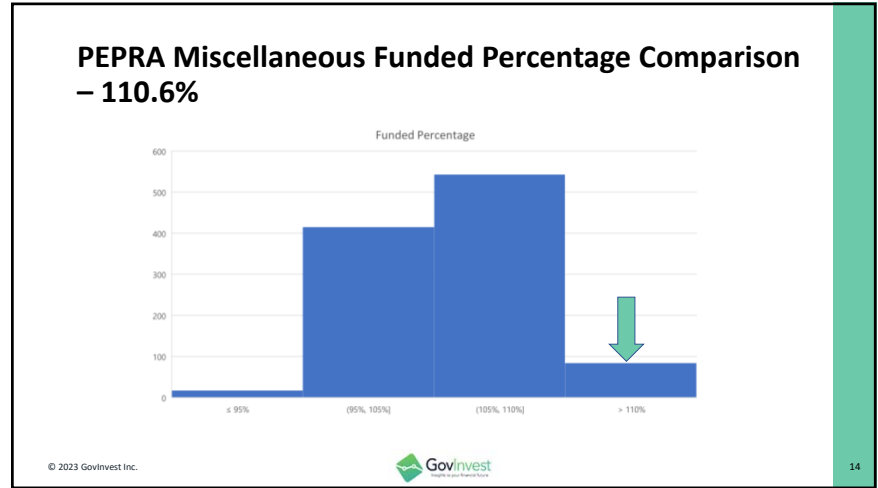
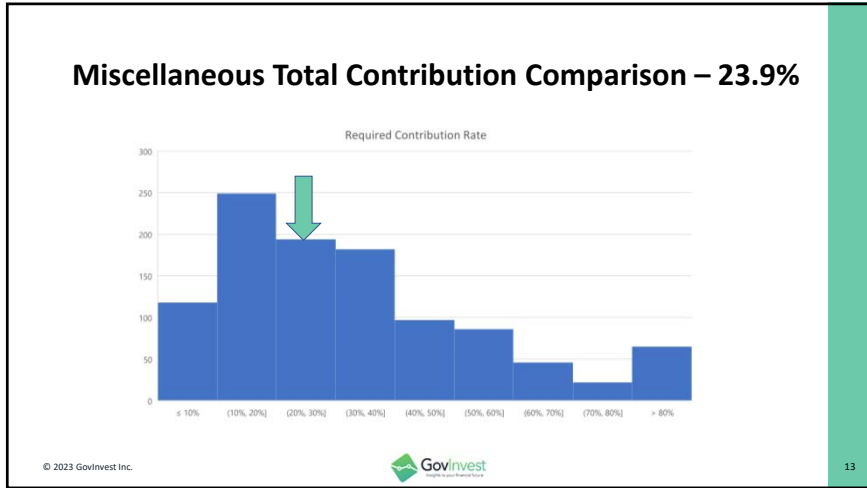
Miscellaneous Funded Percentage Comparison – 88.5%



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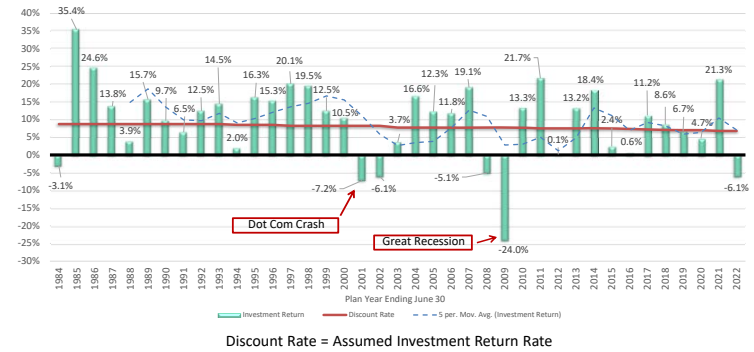
Changes to CalPERS

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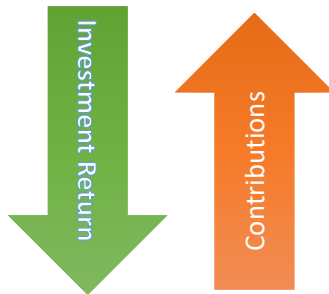
CalPERS Investment Return: 21.3% in 2020/21 -6.1% in 2021/22

Strong return in 2020/21 followed by weak return in 21/22

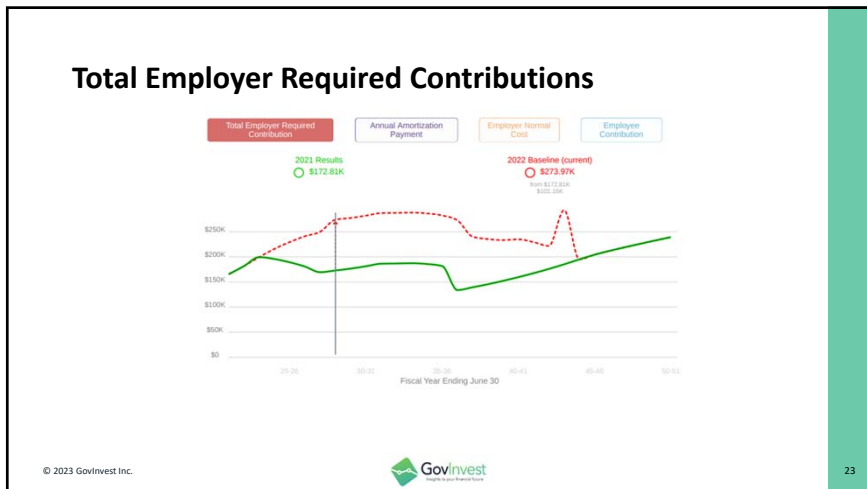
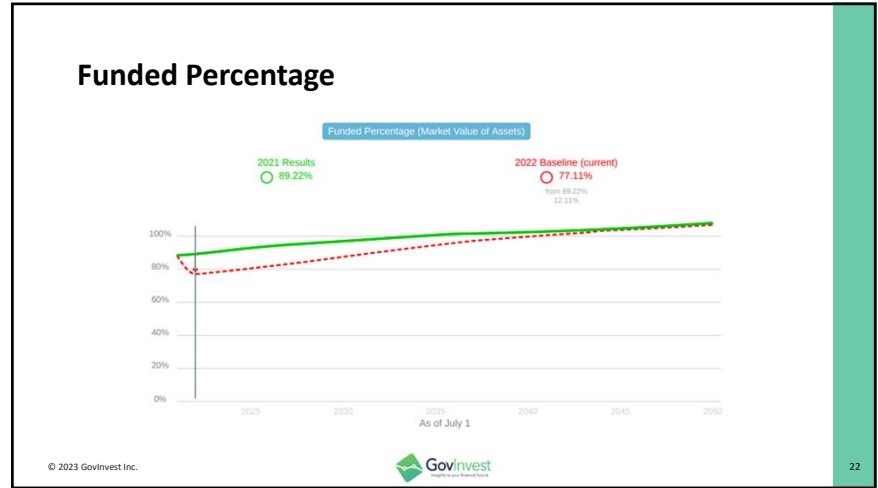
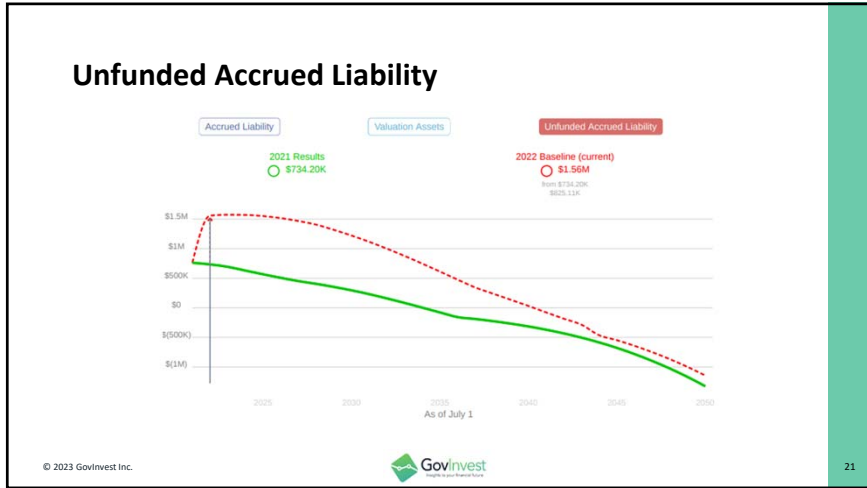
CalPERS Actual Investment Returns versus Assumed Investment Return




Less Money from Investment Return means
More Money Required from Contributions




Impact of Changes




OPEB Agenda




Current Status




Current Funding Approach




Proposed Funding Approach



Funding Policy


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Current Status

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OPEB – Where Are We Now?

| | | |
|-----------------------------------|----------------------------------|----------------------------------|
| | Unfunded Liability | Funded Percentage |
| Report Date June 30, 2022 | \$3,266,320 | 0% |
| Measurement Date June 30, 2021 | Explicit Benefit Payments | Implicit Benefit Payments |
| | \$92,949 | \$14,742 |

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- ### Explicit versus Implicit Benefits
- Explicit Benefits are the portion of the retiree health care premium paid by the District for the retirees and their beneficiaries.
 - Implicit Benefits are the higher premium rate paid by the District for its current active employees due to the CalPERS Health Program charging the same premium rate for active employees as it does for retirees, as required under the Public Employees’ Medical & Hospital Care Act (PEMHCA).
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Current Funding Approach

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Pay As You Go Funding

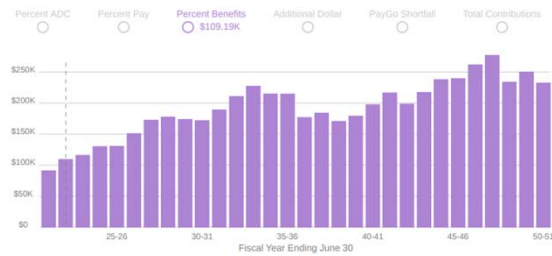
- The District's current approach is to pay each year's benefit payments from the General Fund
- This approach does NOT accumulate any funds in a trust

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Benefit Payment Projection

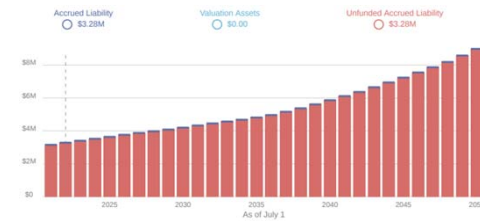


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The District's Unfunded Liability is projected to increase from \$3.15 Million to \$8.9 Million by 2050



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Proposed Funding Approach

Proposed OPEB Funding

- The District would make a one-time contribution of \$2.2 million to an OPEB Trust this year
- In future years,
 - The District would make contributions to the Trust on an actuarially determined basis. Similar to the way the District’s pension is funded.
 - The District would pay OPEB benefits from the Trust.

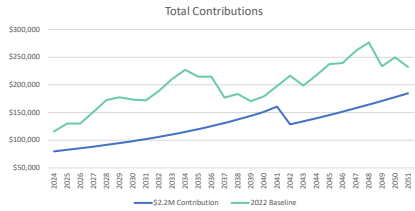
Impact of Change

- If this policy were adopted and followed, the District would be allowed to value the liabilities using a Discount Rate matching the expected return on investments in the trust.
 - For the purpose of this analysis, we assumed that would be 6% per year.

Unfunded Accrued Liability would decrease dramatically



Future Contributions would also Decrease



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Projected Savings through 2050

| Savings From Additional Contributions | | |
|---------------------------------------|---------------|----------------------|
| | 2022 Baseline | \$2.2M Contributions |
| Total | \$5,548,349 | \$3,575,229 |
| Savings | NA | \$1,973,120 |

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Proposed Funding Policy

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Why are Funding Policies Important

- OPEB obligations are expensive and can become a serious financial threat to agencies without regular and appropriate attention;
- OPEBs require long-term management therefore it is important to develop OPEB management strategies memorialize practices;
- Provides guidance in making annual budget decisions;
- Demonstrates prudent financial management practices;
- Reassures bond rating agencies; and
- Shows employees and the public how OPEBs will be funded.

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Three Sections

Purpose


- Why is this Policy being put in place?

Background


- Basic information related to setting funding policy

Policy

- How the Policy will work


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Purpose

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Purpose

- Documents method the District will use to determine its annual OPEB contributions;
- Provides guidance in making annual budget decisions;
- Demonstrates prudent financial management practices;
- Reassures bond rating agencies; and
- Shows employees and the public how OPEBs will be funded

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Background

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Background

- District provides retiree health benefits through CalPERS Health
- All full-time employees of the City who retire directly from the District are eligible to elect to receive these benefits
- Funding goal – Fund the long-term cost of benefits provided to the plan members

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Policy

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Goals

- Make initial contribution of \$2.2 Million to Section 115 Trust in Fiscal Year 2022-23
- Make contributions to a Section 115 Trust to reach 100% funding of Benefit Liability by 2040
- Make additional contributions, when possible, to Section 115 Trust to allow for future contribution flexibility

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Section 115 OPEB Trust – Contributions Into Trust

- **At Discretion of District Board**
- **Begin funding** - one-time contribution of \$2.2 Million before June 30, 2023
- **Additional funding** – equal to Actuarially Determined Contribution
- Section 115 OPEB Trust will be invested with a moderate level of risk designed to earn an expected annual return of at least 6%

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Section 115 OPEB Trust – Payments from Trust

- **At Discretion of District Board**
- **Some or All Required Contributions** – When General Fund revenues insufficient to make payments



Transparency and Reporting

- Annual Actuarial Valuation Reports to District Board
- Annual Operating Budget lists OPEB contributions
- On website:
 - Funding Policy
 - Annual Comprehensive Financial Report



Review Policy

- At Discretion of District Board
- No less frequently than once every five years



Questions





Disclaimer

While tested against actuarial valuation results, the software results will not necessarily match actuarial valuation results, as no two actuarial models are identical. The software offers financially sound projections and analysis; however, outputs do not guarantee compliance with standards under the Government Accounting Standards Board or Generally Accepted Accounting Principles. The software and this presentation are not prepared in accordance with standards as promulgated by the American Academy of Actuaries, nor do outputs or this presentation constitute Statements of Actuarial Opinion. GovInvest has used census data, plan provisions, and actuarial assumptions provided by Customer and/or Customer's actuary to develop the software for Customer. GovInvest has relied on this information without audit.

Agenda Item: 4.2

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



TO: North Coast Unified Air Quality Management District Board

FROM: Brian Wilson, APCO

SUBJECT: District Activity & Air Quality Monitoring Report

DATE: April 20, 2023

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

SUMMARY:

Attached is a summary of the major District activities logged during the reporting period and a air quality monitoring report for the most recent period.

2023 Activity Report

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | YTD Totals | 2022 Totals |
|--|-------|-------|------|-----|-----|------|------|-----|------|-----|-----|-----|------------|-------------|
| Complaint Responses - General | 1 | 1 | 1 | | | | | | | | | | 3 | 37 |
| Complaint Responses - Open Burning | 18 | 9 | 8 | | | | | | | | | | 35 | 195 |
| Permissive Burn Days | 31 | 28 | 31 | | | | | | | | | | 90 | 346 |
| Non-Permissive Burn Days ("No Burn Day") | 0 | 0 | 0 | | | | | | | | | | 0 | 19 |
| Permissive Burn Days (%) | 100% | 100% | 100% | | | | | | | | | | | |
| Standard (Residential) Burn Permits Issued | 637 | 359 | 167 | | | | | | | | | | 1,163 | 2,631 |
| Non-Standard Burn Permits Issued | 575 | 264 | 179 | | | | | | | | | | 1,018 | 2,634 |
| "No Burn Day" Permits Issued | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| Smoke Management Plans (SMP) Reviewed | 4 | 9 | 9 | | | | | | | | | | 22 | 111 |
| SMP Burn Authorizations Issued | 113 | 262 | 24 | | | | | | | | | | 399 | 1,114 |
| Acres Authorized | 1,162 | 3,183 | 91 | | | | | | | | | | 4,436 | 13,297 |
| Stationary Source Permits Issued (new) | 0 | 1 | 5 | | | | | | | | | | 6 | 67 |
| Stationary Source Permits Issued (amended) | 0 | 0 | 0 | | | | | | | | | | 0 | 13 |
| Stationary Source Permit Apps. Received | 4 | 5 | 3 | | | | | | | | | | 12 | 62 |
| Stationary Source Deminimus Determination | 0 | 0 | 1 | | | | | | | | | | 1 | 6 |
| Inspections - Major Sources | 0 | 2 | 17 | | | | | | | | | | 19 | 15 |
| Inspections - Minor Sources | 29 | 23 | 35 | | | | | | | | | | 87 | 495 |
| Inspections - Mobile Sources | 0 | 0 | 1 | | | | | | | | | | 1 | 1 |
| Inspections - Asbestos | 0 | 1 | 0 | | | | | | | | | | 1 | 2 |
| Asbestos Notifications Processed | 11 | 10 | 13 | | | | | | | | | | 34 | 73 |
| Notice(s) of Violation (NOVs) Issued | 11 | 13 | 19 | | | | | | | | | | 43 | 122 |
| Environmental Documents Reviewed | 2 | 3 | 3 | | | | | | | | | | 8 | 34 |
| Grants Paid: Woodstove | 0 | 0 | 0 | | | | | | | | | | 0 | 2 |
| Grants Paid: Moyer | 0 | 0 | 0 | | | | | | | | | | 0 | 2 |
| Grants Paid: FARMER | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| Grants Paid: Rural School Bus | 1 | 2 | 0 | | | | | | | | | | 3 | 21 |

NCUAQMD Air Quality Monitoring Report

April 2023

The following information summarizes ambient air quality data with respect to applicable State and Federal Ambient Air Quality Standards (AAQS) for the period of December 2022.

Air Monitoring Data Summary

PM₁₀ AAQS:

- 1) State PM₁₀ 24-hour AAQS -
 - No exceedances were recorded at the Eureka Jacobs station using a Federal Equivalent Method (FEM) monitor during this period.
- 2) Federal PM₁₀ 24-hour AAQS -
 - No exceedances were recorded at the Eureka Jacobs station using a Federal Equivalent Method (FEM) monitor during this period.

PM_{2.5} AAQS:

- 1) State PM_{2.5} 24-hour AAQS -
 - No exceedances were recorded at the Eureka Jacobs station using a Federal Equivalent Method (FRM) monitor during this period.
 - No exceedances were recorded at either the Crescent City or Weaverville stations using non-FEM monitors during this period.
- 2) Federal PM_{2.5} 24-hour AAQS -
 - No exceedances were recorded at the Eureka Jacobs station using a Federal Equivalent Method (FRM) monitor during this period.
 - No exceedances were recorded at either the Crescent City or Weaverville stations using non-FEM monitors during this period.

Gaseous Pollutant AAQS:

- a) Ozone (O₃) -
 - There were no State or Federal AAQS exceedances recorded at the Eureka Jacobs station for this pollutant during the period.
- b) Nitrogen Dioxide (NO₂) -
 - There were no State or Federal AAQS exceedances recorded at the Eureka Jacobs station for this pollutant during the period.
- c) Carbon Monoxide (CO) -
 - There were no State or Federal AAQS exceedances recorded at the Eureka Jacobs station for this pollutant during the period.

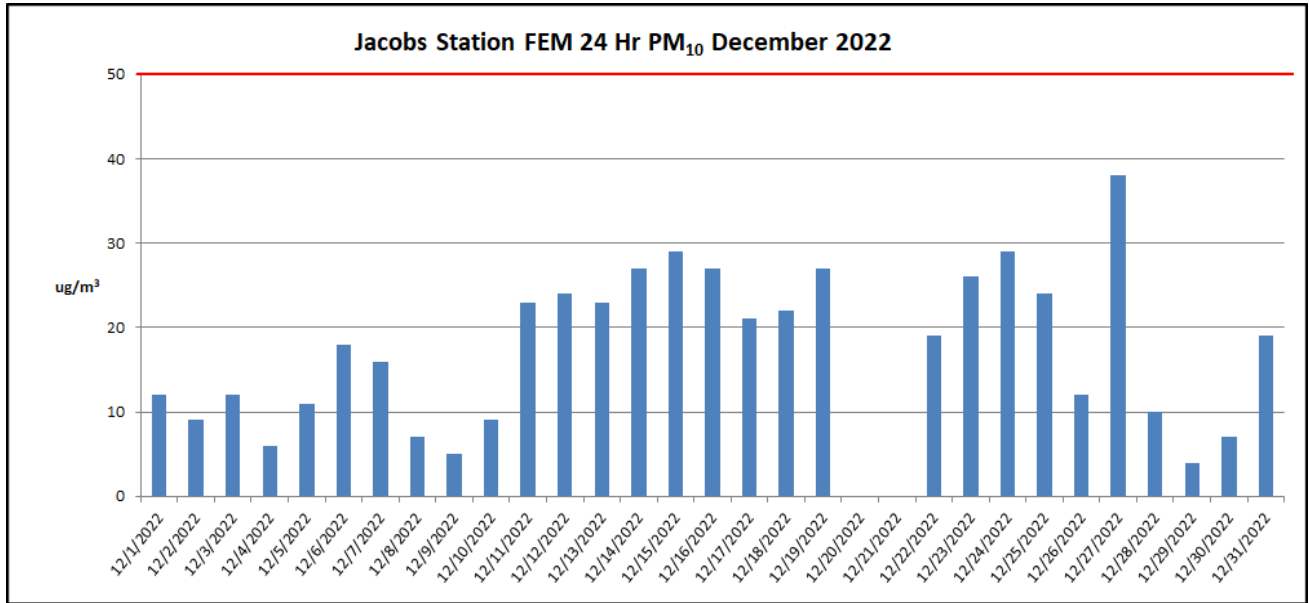
Particulate Matter (PM) Levels in Relation to State Ambient Air Quality Standards (AAQS):

(Excluding data which is undergoing Exceptional Event Exclusion Determination)

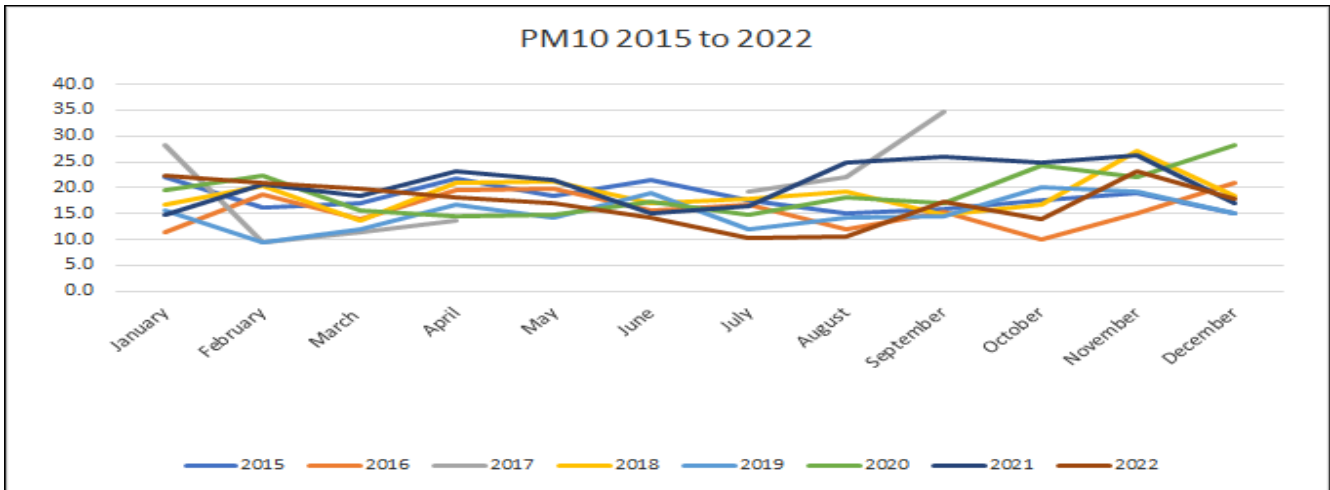
| Period of December 2022 | Air Monitoring Station | | |
|---|------------------------|---------------|-------------|
| | Jacobs | Crescent City | Weaverville |
| PM ₁₀ 24-hour Average | 76% | N/A | N/A |
| PM ₁₀ 2022 Arithmetic Mean | 86% | N/A | N/A |
| PM _{2.5} 24-hour Average (FRM) | 56% | N/A | N/A |
| PM _{2.5} 2022 Arithmetic Mean (FRM) | 59% | N/A | N/A |
| PM _{2.5} 24-hour Average (Non-FEM) | N/A | 54%* | 86%* |
| PM _{2.5} 2022 Arithmetic Mean (non-FEM) | N/A | 48%* | 62%* |
| <i>* Instrument not used for Federal Attainment Designation</i> | | | |

PM₁₀ Data and Trends:

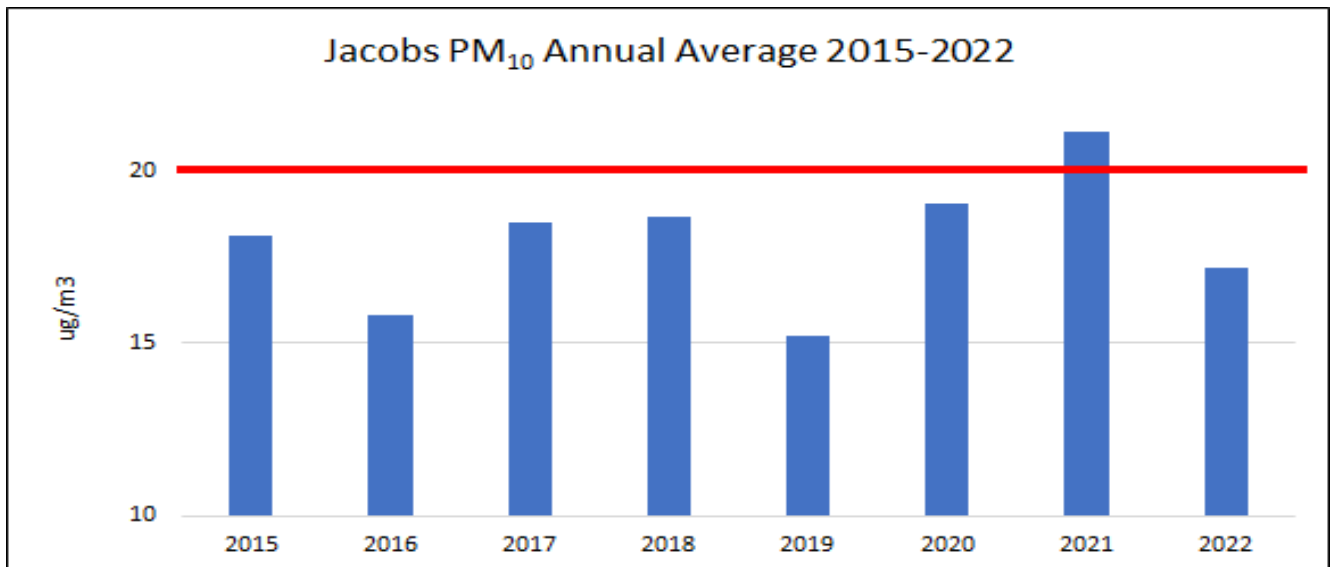
Eureka, Humboldt County



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



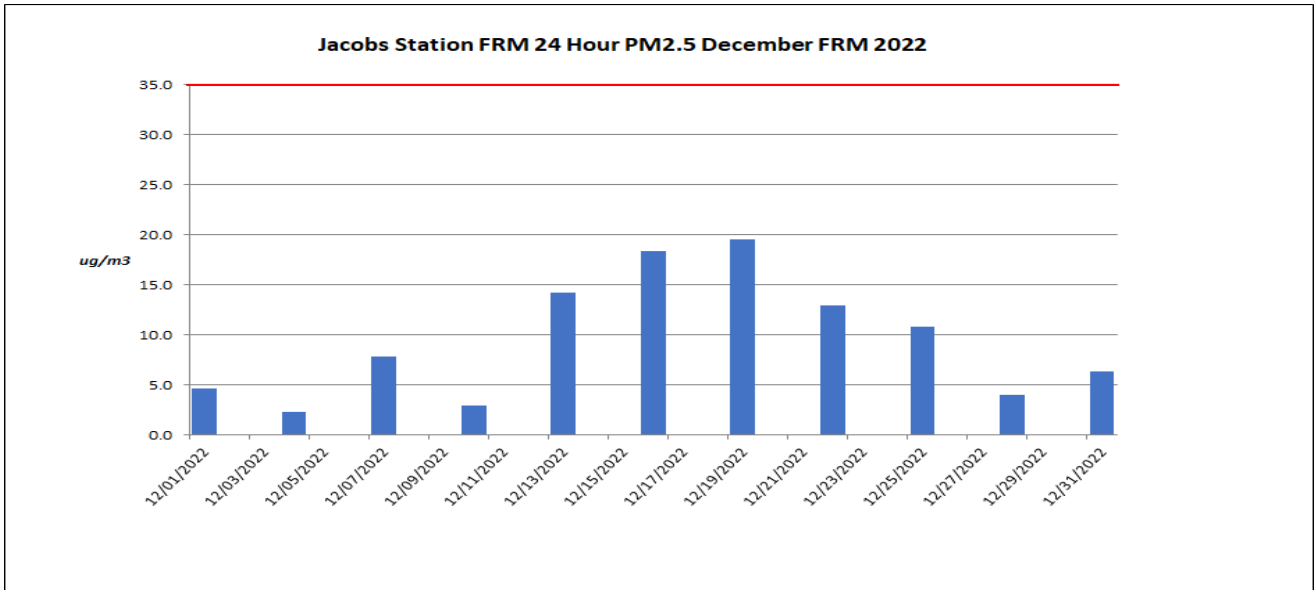
- State PM₁₀ Annual Arithmetic Mean AAQS is 20 ug/m³; There is no separate Federal PM₁₀ annual standard.



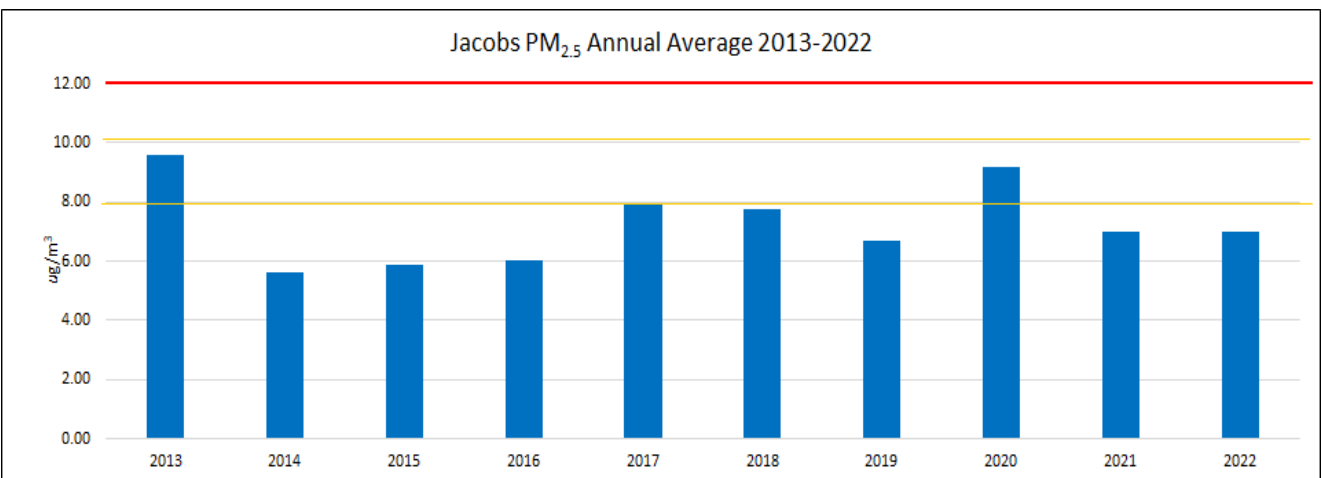
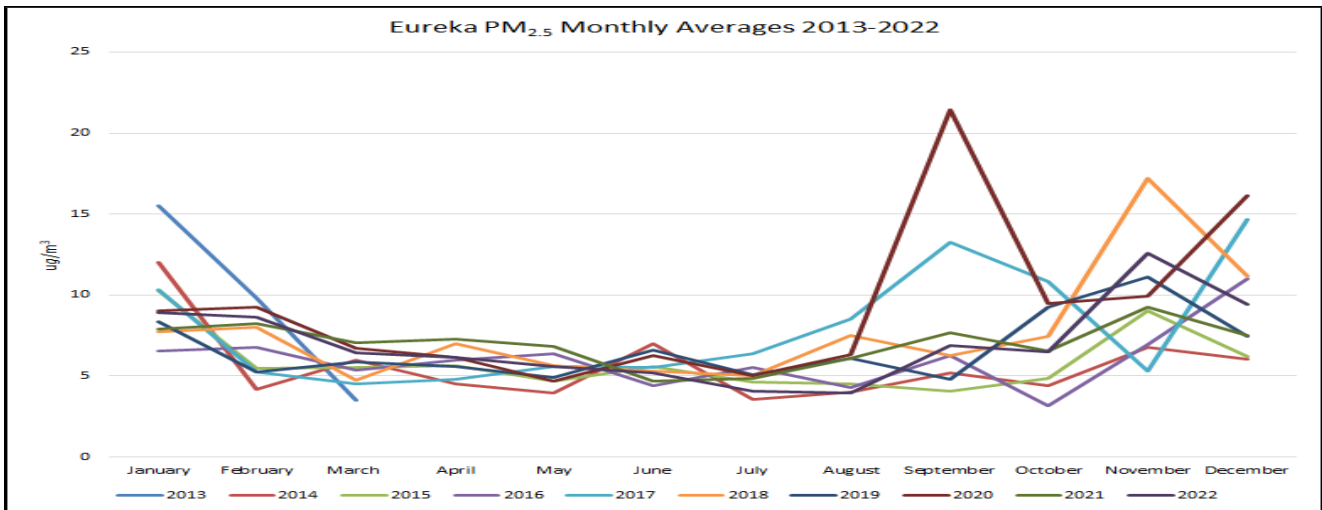
- State PM₁₀ Annual Arithmetic Mean AAQS is 20 ug/m³; There is no separate Federal PM₁₀ annual standard.

PM2.5 Data and Trends:

Eureka, Humboldt County

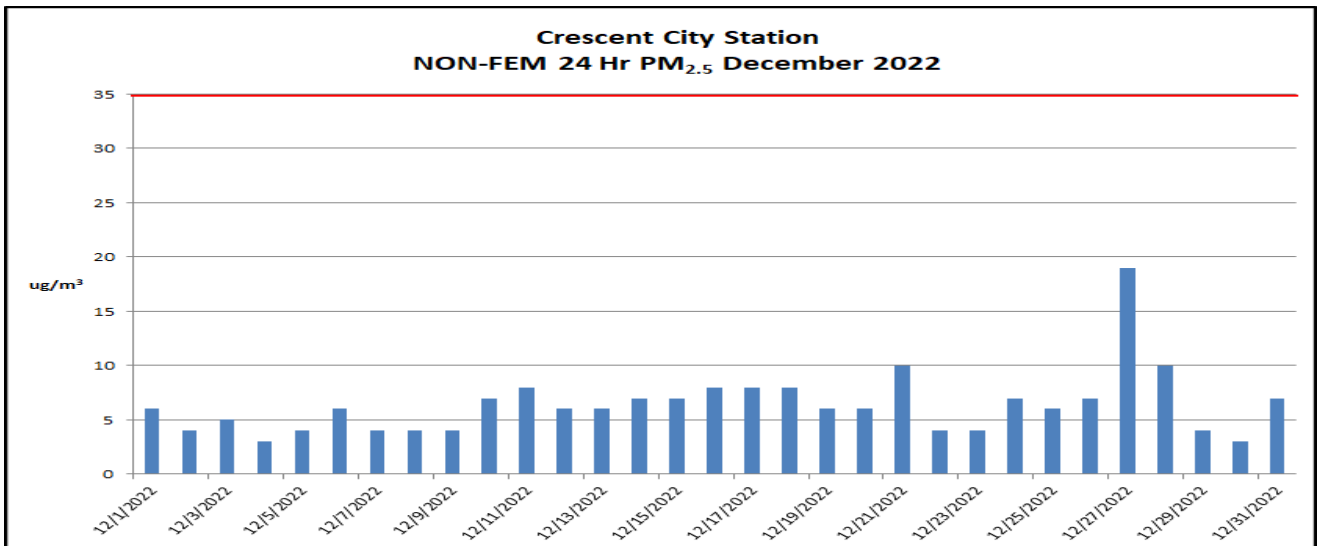


• Federal PM_{2.5} 24-Hour AAQS is 35 ug/m³; There is no separate State PM_{2.5} 24-Hour standard

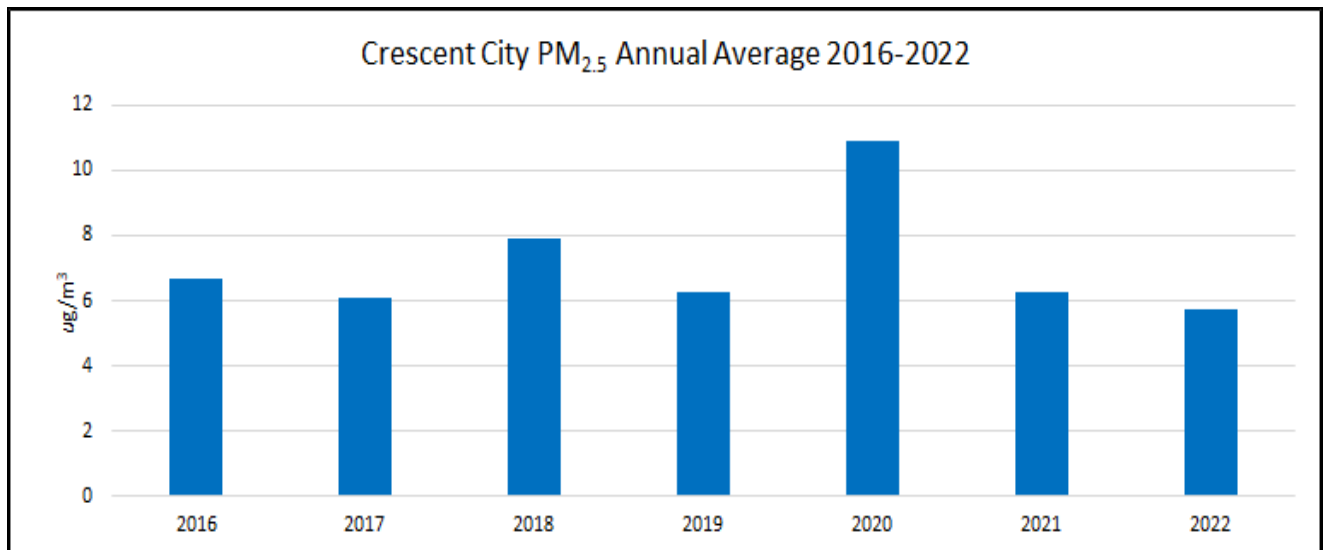
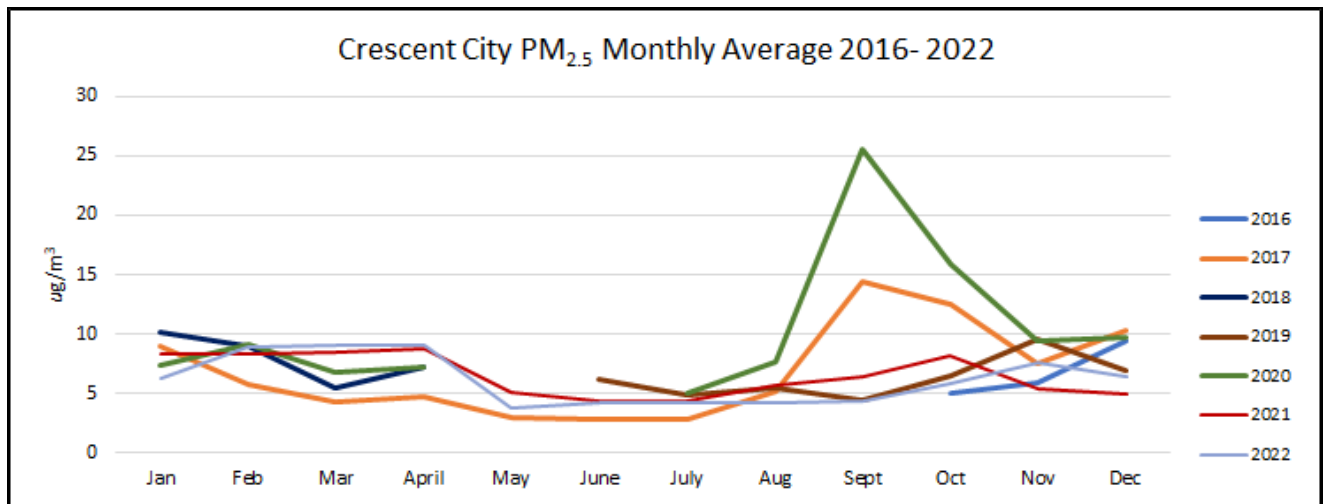


• State PM_{2.5} Annual Arithmetic Mean AAQS is 12 ug/m³; There is no separate Federal PM_{2.5} annual standard

Crescent City, Del Norte County

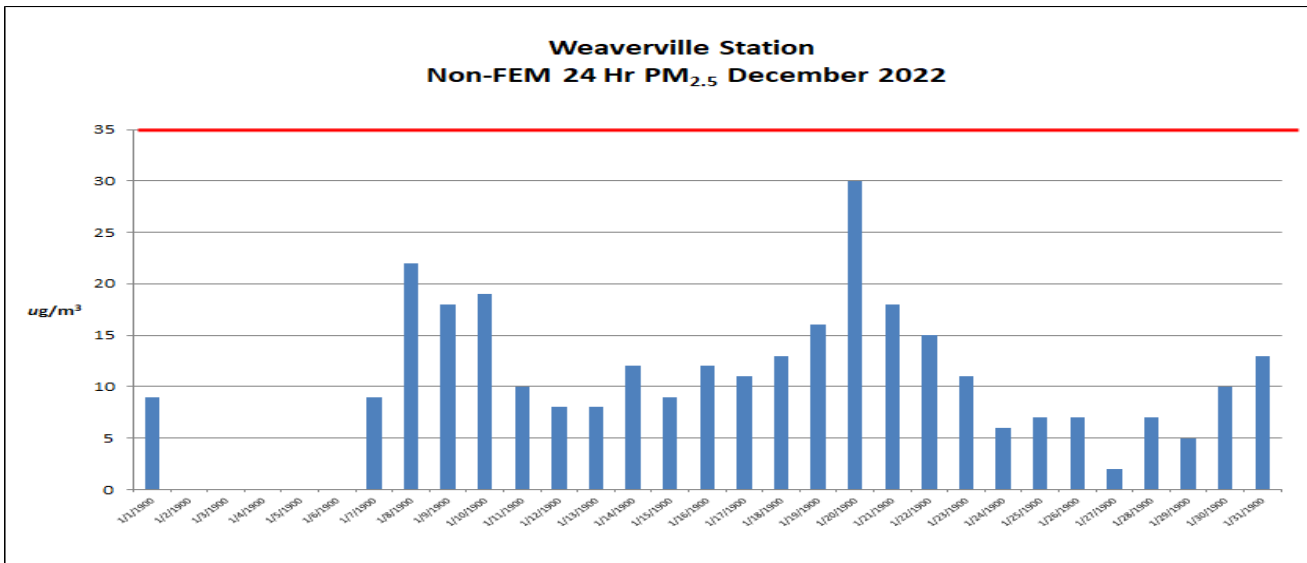


- Federal PM_{2.5} 24-Hour AAQS is 35 ug/m³; There is no separate State PM_{2.5} 24-Hour standard
- This monitor is not used for attainment decisions

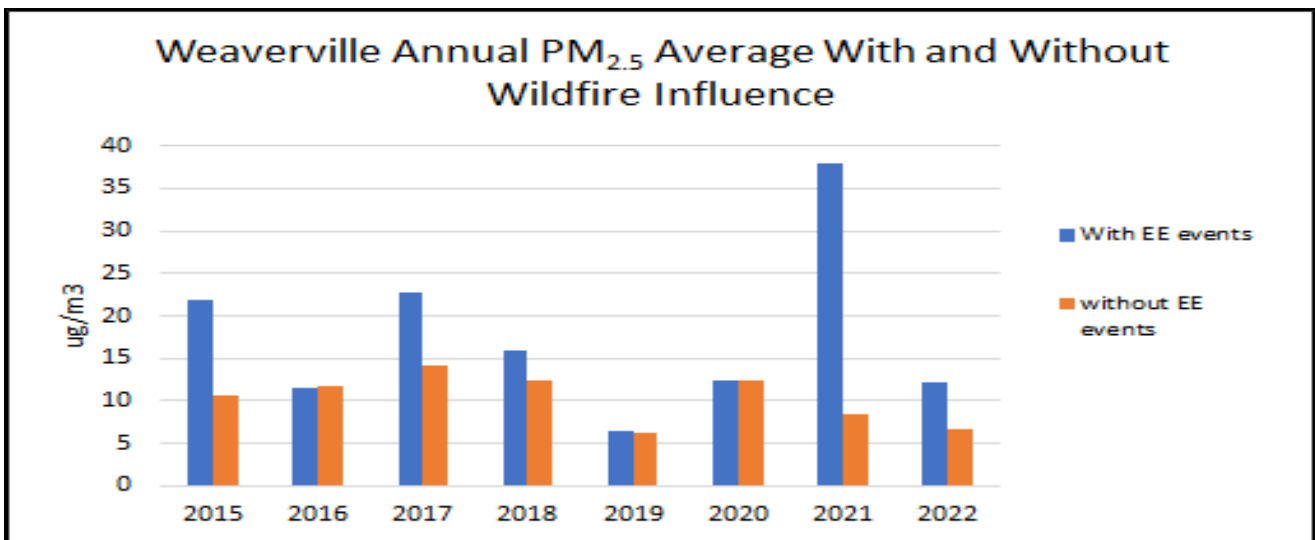
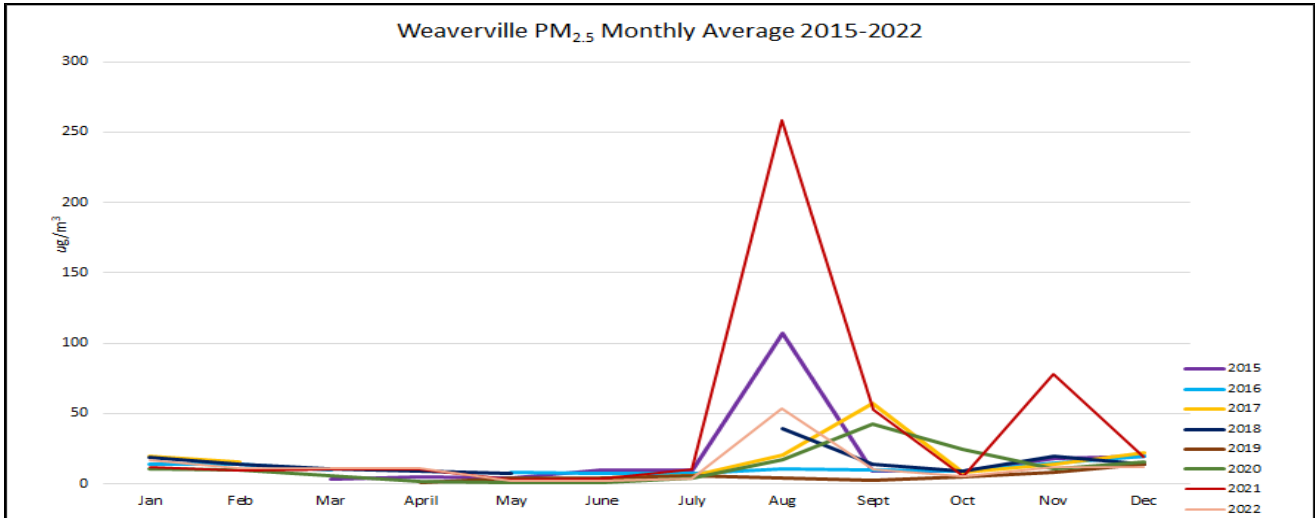


- State PM_{2.5} Annual Arithmetic Mean AAQS is 12 ug/m³; There is no separate Federal PM_{2.5} annual standard

Weaverville, Trinity County



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



- State PM_{2.5} Annual Arithmetic Mean AAQS is 12 ug/m³; There is no separate Federal PM_{2.5} annual standard

Agenda Item: 5

Public Comment Period

Agenda Item: 6

**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 Pension & Other Post Employment Benefit (OPEB) Liability Funding Policies

DATE: April 20, 2023

ACTION REQUESTED: Approve District Pension & OPEB Liability Funding Policies

SUMMARY:

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 Total Compensation Services and GovInvest Inc. for actuarial services and calculate these liabilities. GovInvest provides services to governments with analytical tools to better determine how to best manage these liabilities and what are the best approaches for the entity.

A representative from GovInvest is scheduled to provide a presentation on Pension and Other Post Employment Benefits (OPEB) liabilities, including proposed funding policies, and to answer questions and discuss options. Staff recommends approval of the attached proposed District Pension & OPEB Liability Funding Policies.

BACKGROUND:

The District's OPEB liability stems from providing full medical benefits to retirees from the date of retirement from the District until they are eligible for Medicare, at which time the District's insurance is no longer the primary insurance. After this, the District continues to pay the premium as secondary insurance. Presently, the balance of the OPEB Liability is about \$3,317,748 and the most recent GASB 68 calculation of net pension liability with CalPERS was \$916,768.

A key role of the District's Reserve Fund has also been to act as a trust account for the District's OPEB and CalPERS pension liabilities. In the initial District Reserve Fund Policy and Guidelines document in 2010, the Board initially earmarked \$300,000 separately as funds set directly aside for the District's growing liability related to OPEB

retiree medical benefits. Since 2018, the Reserve has been increasing above \$1 million, with the eventual goal of applying these funds toward the growing pension and OPEB liabilities. Currently, the unencumbered Reserve Funds are estimated to be about \$2.5 million, where \$2.2 million is conservatively available to apply to a liability trust fund once the Board approves a District Liability Funding Policy. Now that the actuarial(s) have been performed and the liabilities calculated, the next step is to adopt a District Liability Funding Policy for both OPEB and Pension liabilities.

Staff recommends approval of the attached proposed District Pension & OPEB Liability Funding Policies. Once liability funding policies are adopted, staff will endeavor to bring forth a Board action to select one of two options for Section 115 financial trusts (CalPERS' or Public Agency Retirement Services (PARS) Trusts) at a following Board meeting. After a trust is selected, the Board can then direct staff to transfer the \$2.2 million earmarked for the liability trust fund as indicated above. District staff also intends to later engage the Board to discuss other measures to limit District OPEB liability such as modifying or eliminating the health care benefit in retirement for potentially new employees hired after a certain date.



PENSION FUNDING POLICY

(Approved: date)

Overview

The North Coast Unified Air Quality Management District (“District”) has developed a Pension Funding Policy to guide the Governing Board of Directors (“Board”) and Staff in making decisions related to the funding of pension benefits. This document outlines that policy.

1. Purpose Section

The District’s Pension Funding Policy documents the method the District will use to determine its annual pension contributions. The annual pension contributions fund the long-term cost of benefits to the plan participants and annuitants. The policy also:

- Provides guidance in making annual budget decisions;
- Demonstrates prudent financial management practices;
- Reassures bond rating agencies; and
- Shows employees and the public how pensions will be funded

Nothing in this funding policy shall constitute an obligation upon the District, nor an implied contract. The District’s Board may revoke or amend this policy whenever it determines the changes to be in the best interest of the District.

2. Background Section

The District provides defined retirement benefits through the California Public Employees’ Retirement System (CalPERS). CalPERS is a multiple-employer public employee defined benefit pension plan. All full-time and certain part-time District employees are eligible to participate in CalPERS. CalPERS provides retirement, disability and death benefits and annual cost of living adjustments to plan members and their beneficiaries. CalPERS acts as a common investment and administrative agent for participating public entities with the State of California. Benefit provisions and all other requirements are established by state statute.

The financial objective of a defined benefit pension plan is to fund the long-term cost of benefits provided to the plan members. In order to assure that the plan is financially sustainable, the plan should accumulate adequate resources in a systematic and

disciplined manner over the active service life of benefitting employees. This funding policy outlines the method that the Board will utilize to determine its Actuarially Determined Contributions to fund the long-term cost of benefits to the plan members and annuitants.

Pension Funding: A Guide for Elected Officials, issued by eleven national groups including the U.S. Conference of Mayors, the International Agency/County Management Association, and the Government Finance Officers Association, established the following five general policy objectives for a pension funding policy:

- Actuarially Determined Contributions. A pension funding plan should be based upon an actuarially determined contribution (ADC) that incorporates both the cost of benefits in the current year and the amortization of the plan's unfunded actuarial accrued liability.
- Fund Discipline. A commitment to make timely, actuarially determined contributions to the retirement system is needed to ensure that sufficient assets are available for all current and future retirees.
- Intergenerational equity. Annual contributions should be reasonably related to the expected and actual cost of each year of service, so that the cost of employee benefits is paid by the generation of taxpayers who receive services from those employees.
- Contributions as a stable percentage of payroll. Contributions should be managed so that employer costs remain consistent as a percentage of payroll over time.
- Accountability and transparency. Clear reporting of pension funding should include an assessment of whether, how, and when the plan sponsor will ensure sufficient assets are available for all current and future retirees.

3. Policy Section

A. Goals of Funding Policy

- 1) The District's goal is to reach 90% funding of the Actuarial Liability by 2035 and 95% percent funding of the Actuarial Liability by 2040.
- 2) The District's goal is to stabilize contribution rates.
- 3) The District's goal is to fund liabilities using the discount rate adopted by the CalPERS Board for funding purposes.
- 4) The Board intends to make additional annual contributions to a Section 115 Trust, as specified in Section 3B.

B. Actuarially Determined Contribution (ADC)

- 1) CalPERS actuaries will determine the District's minimum required contribution to CalPERS based on approved Actuarial Standards of Practice as reported in an annual actuarial valuation. The ADC will include the normal cost for current service and amortization of any under-funded amount. The normal cost will be calculated using the entry age normal cost method using economic and non-economic assumptions approved by CalPERS Board of Administration.
- 2) The District will review the CalPERS annual actuarial valuations to validate the completeness and accuracy of the member census data and the reasonableness of the actuarial assumptions.
- 3) The District will contribute an amount no less than the ADC as required by CalPERS.

C. Section 115 Pension Trust Contribution

To address long-term pension costs and rising unfunded accrued liabilities, the District established a Section 115 Trust to pre-fund pension obligations. The objective of contributions to a 115 trust is to increase the plan's funded status by reducing the unfunded accrued liability, lowering annual pension contribution volatility, and reducing ongoing pension costs.

Section 115 Trust Contribution Options:

- 1) The District intends to making additional contributions to the Section 115 Trust each year as possible through its Budgetary process. As part of the budget adoption review cycle, Staff will make recommendations to the Board on the contribution to the Section 115 Trust such that valuation of the annual contribution shall sufficient so as to achieve the funding targets listed in Section 3 (A)(3).
- 2) Upon annual review of the Reserve Fund, Staff will make recommendations to the Board for any additional funds available beyond those earmarked in the Reserve Fund. Upon Board approval, these additional funds will then be provided to the Section 115 Trust.
- 3) Funds deposited by the District into the Section 115 Trust to reduce Other Post Employment Benefits (OPEB) liability may generate interest at a higher rate and these funds could be applied to reduce Pension Liability within the Trust.

Section 115 Trust Usage Options:

- 1) The District may use accumulated Section 115 Trust funds to make some or all of the District's ADC contributions when the Board determines that General Fund Revenues for the year are not sufficient to make those required contributions.

- 2) The District may use accumulated Section 115 Trust funds to help reach the District's funding goals stated in Section 3A1, or additional goals as determined by the Board.

D. Transparency and Reporting

Funding of the District's pension plans should be transparent to interested parties including plan members, annuitants, the Board and citizens within the jurisdiction (or other stakeholders). In order to achieve this transparency, the following information shall be available:

- 1) Copies of the annual actuarial valuations for the District's CalPERS plans shall be made available to the Board.
- 2) The District's Annual Comprehensive Financial Report shall be published on its website. This report includes information on the District's annual contributions to the pension systems and their funded status.
- 3) The District's annual operating budget shall include the District's contributions to CalPERS.
- 4) The District's Pension Funding Policy shall be published on its website.

E. Review of Pension Funding Policy

Funding a defined benefit pension plan requires a long-term horizon. As such, the Board will review this policy no less frequently than once every five (5) years to determine if changes to this policy are needed to ensure adequate resources are being accumulated.

**North Coast Unified
Air Quality Management District**

707 L Street, Eureka, CA 95501

(707) 443-3093

www.ncuaqmd.org



OTHER POST-EMPLOYMENT BENEFIT (OPEB) FUNDING POLICY

(Approved: date)

Overview

The North Coast Unified Air Quality Management District (“District”) has developed an Other Post-Employment Benefit (OPEB) Funding Policy to guide the Governing Board of Directors (“Board”) and Staff in making decisions related to the funding of OPEB benefits. This document outlines that policy.

1. Purpose Section

The District’s OPEB Funding Policy documents the method the District will use to determine its annual OPEB contributions. The annual OPEB contributions fund the long-term cost of benefits to the plan participants and annuitants. The policy also:

- Provides guidance in making annual budget decisions;
- Demonstrates prudent financial management practices;
- Reassures bond rating agencies; and
- Shows employees and the public how OPEB plans will be funded

Nothing in this funding policy shall constitute an obligation upon the District, nor an implied contract. The District’s Board may revoke or amend this policy in the best interests of the District.

2. Background Section

The District provides Retiree Health Benefits to former employees who retire directly from the District through the CalPERS Health Program. These benefits allow retirees to elect medical coverage and have a portion of their premium paid by the District.

The OPEB plan consists of both an Explicit and an Implicit benefit. The Explicit Benefit consists of the portion of the premium paid by the District for the retirees and their beneficiaries. The Implicit Benefit is the higher premium rate paid by the District for its current active employees due to the CalPERS Health Program charging the same premium rate for active employees as it does for retirees, as required under the Public Employees’ Medical & Hospital Care Act (PEMHCA).

The financial objective of funding an OPEB plan is to fund the long-term cost of benefits provided to the plan members. In order to ensure that the plan is financially sustainable, the plan should accumulate adequate resources in a systematic and disciplined manner over the active service life of benefitting employees. This funding policy outlines the method the District will utilize to determine its contribution to fund the long-term cost of benefits to the plan members and annuitants.

3. Policy Section

A. Goals of Funding Policy

- 1) The District's goal is to reach 90% funding of the Actuarial Liability of the Explicit Benefits by 2040.
- 2) To begin the funding of the Section 115 Trust, the District will make a one-time contribution of \$2.2 Million from funds available in the District's Reserve Fund into a Section 115 Pension Trust by June 30, 2023.
- 3) The District will continue to pay its Explicit Benefit obligation from the General Fund until the plan reaches its funding goal. If the Board determines that General Fund Revenues for the year are not sufficient to make such payments, the Board may elect to pay some or all of such payments for that year from the Section 115 Trust.
- 4) The District intends to make additional contributions to a Section 115 Trust, as specified in Section 3B.
- 5) The District desires that funds deposited into the Section 115 Trust to reduce OPEB liability may generate interest at a higher rate and these funds could be applied to reduce Pension Liability within the Trust.

B. OPEB Funding

The District will fund its OPEB obligations as follows:

Section 115 Trust Contribution Options:

- 1) The District intends to make regular additional contributions to the Section 115 Trust each year as possible through its Budgetary process. As part of the budget adoption review cycle, Staff will make recommendations to the Board on the contribution to the Section 115 Trust such that valuation of the annual contribution shall sufficient so as to achieve the funding targets listed in Section 3 (A)(3).
- 2) Upon annual review of the Reserve Fund, Staff will make recommendations to the Board for any additional funds available beyond those earmarked in the Reserve Fund. Upon Board approval, these additional funds will then be provided to the Section 115 Trust.

Section 115 Trust Usage Options:

- 1) Prior to attaining the funding goal described in Section 3A, the District may use accumulated Section 115 Trust funds to make some or all of the District's Explicit Benefit contributions when the Board determines that General Fund Revenues for the year are not sufficient to make those required contributions.
- 2) After reaching the funding goal described in Section 3A, the District will specify how the funds will be used to pay the City's Explicit Benefit contributions from the Section 115 Trust on a regular basis.

C. Transparency and Reporting

Funding of the District's OPEB plans should be transparent to vested parties including plan members, annuitants, the Board and citizens within the jurisdiction (or other stakeholders). To achieve this transparency, the following information shall be available:

- 1) Copies of the annual actuarial valuations for the District's OPEB plan(s) shall be made available to the Board.
- 2) The District's Annual Comprehensive Financial Report shall be published on its website. This report includes information on the District's annual contributions to the OPEB plan(s) and their funded status.
- 3) The District's OPEB Funding Policy shall be published on its website.

D. Review of OPEB Funding Policy

Funding an OPEB plan requires a long-term horizon. As such, the Board will review this policy no less frequently than once every five (5) years to determine if changes to this policy are needed to ensure adequate resources are being accumulated.

Agenda Item: 7

**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: Reserve Fund Status

DATE: April 20, 2023

ACTION REQUESTED: Accept and File

SUMMARY:

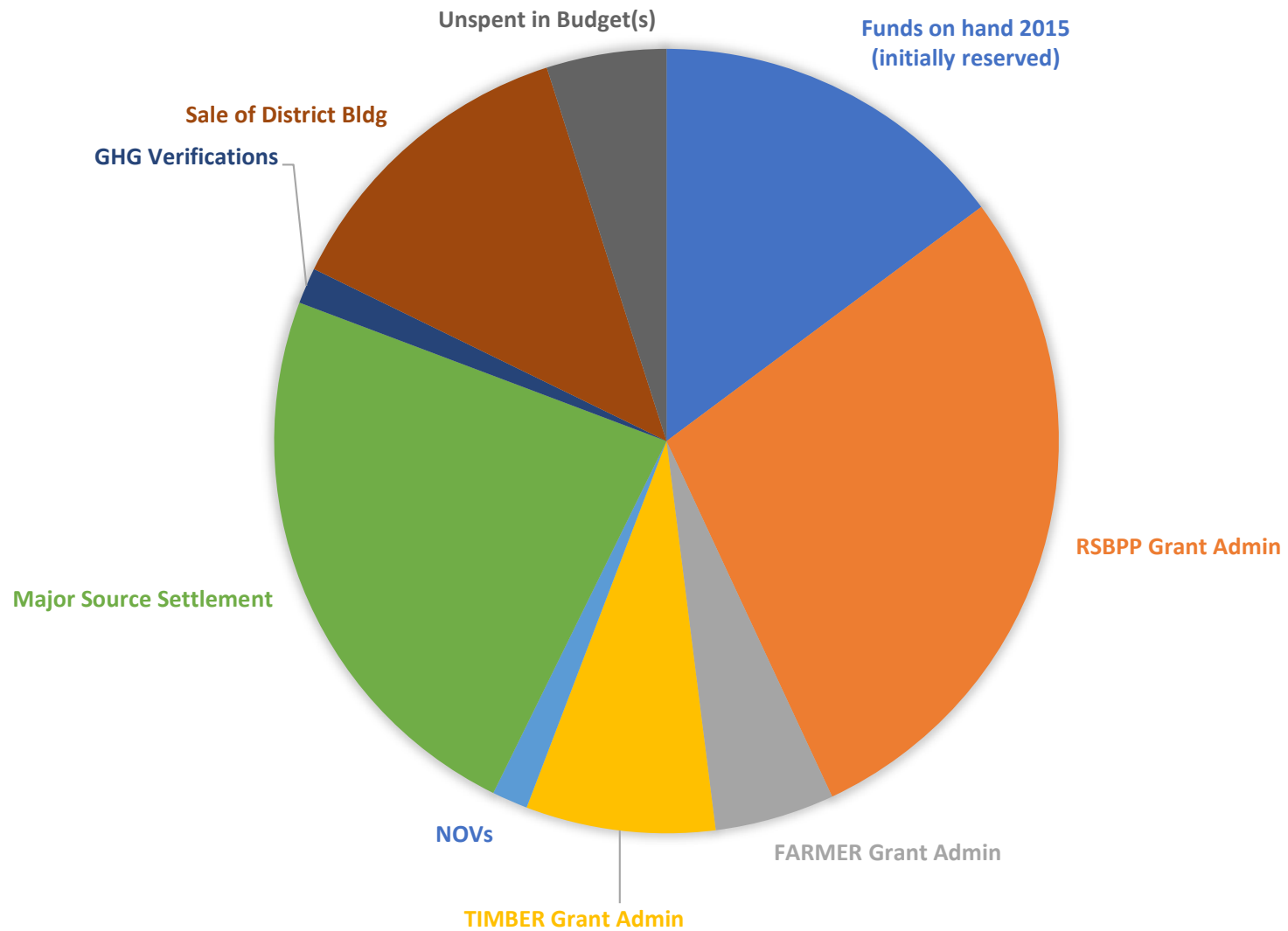
The status of the District's Reserve Fund is reviewed annually as it may be relevant to discussing the budget and/or addressing outstanding liabilities (Pension and Other Post Employment Benefits/OPEB). The "Reserve Fund" is not a separate account from the District's financial accounts, but rather whatever is remaining unencumbered in either of the two financial accounts.

At the April 2015 Governing Board meeting, the Board received and adopted the *District Reserve Fund Policy and Guidelines*. The adopted policy and guidelines set a goal of maintaining a minimum unencumbered Reserve of \$500,000, with a target of at least \$700,000 to \$1 million.

Since 2018, the Reserve has been increasing above \$1 million due to several factors discussed below, with the eventual goal of applying any unencumbered funds toward the District's growing pension and OPEB liabilities. The current unencumbered Reserve Funds stem from about 9 different factors that have occurred over time (in order from smallest to largest contribution): GHG Verifications, NOV fines, Unspent funds in Budget, FARMER Grant Admin, TIMBER Grant Admin, Sale of District Building, Funds on hand when originally set aside, one major TV settlement, and RSBPP Grant Admin. A chart summarizing these contributions is attached. Overall, it is important to recognize that this large amount of funding was not a result or derived from overcharging sources (via increases to X-Factor from CPI etc.).

Currently, unencumbered Reserve Funds are estimated to be about \$2.5 million. At this time, it would be prudent and conservative to apply \$2.2 million of the funds to a Section 115 Trust to lessen OPEB liability as outlined in the District's Liability Funding Policy which will be discussed in a separate agenda item.

SOURCES OF UNENCUMBERED RESERVE FUNDS 2015-2023



Agenda Item: 8

**North Coast Unified
Air Quality Management District**

707 L Street, Eureka, CA 95501

(707) 443-3093

www.ncuaqmd.org



TO: North Coast Unified Air Quality Management District Board

FROM: Brian Wilson, APCO

SUBJECT: Proposed FY 2023-24 District Budget

DATE: April 20, 2023

ACTION REQUESTED: Open Public Hearing to Consider Adoption of Proposed
FY 2023-24 District Operating Budget

SUMMARY:

Attached is the draft Proposed FY 2023-24 District Budget which was publicly noticed on March 21, 2023. Staff will provide a presentation during the meeting and answer any questions. The Board is requested to open the Public Hearing in regards to the District Budget, which will then be continued until the next Board meeting for final action.

The Times-Standard

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2093971

NORTH COAST UNIFIED AIR QUALITY MGMT DIST
-LEGAL
707 L STREET,
EUREKA, CA 95501

**PROOF OF PUBLICATION
(2015.5 C.C.P.)**

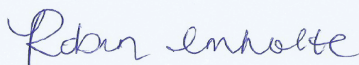
**STATE OF CALIFORNIA
County of Humboldt**

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-mentioned matter. I am the principal clerk of the printer of THE TIMES-STANDARD, a newspaper of general circulation, printed and published daily in the City of Eureka, County of Humboldt, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Humboldt, State of California, under the date of June 15, 1967, Consolidated Case Numbers 27009 and 27010; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit,

03/21/2023

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Eureka, California,
This 21th day of March, 2023



Legal No. **0006739062**

**NOTICE OF
PUBLIC HEARING**

**NORTH COAST
UNIFIED AIR
QUALITY
MANAGEMENT
DISTRICT**

Public Notice is hereby given in accordance with California Health & Safety Code, Section 40131 that the Governing Board of Directors for the North Coast Unified Air Quality Management District (District) will hold a Public Hearing on Thursday, April 20, 2023, at 10:00 a.m. to consider adopting the proposed Fiscal Year 2023-24 District Budget.

A 30-day public comment period will follow the initial Hearing. Oral and written testimony should be directed to the District's Governing Board at the Public Hearing. Written comments may be sent to the NCUAQMD, 707 L St., Eureka, CA 95501, attention Ms. Erin Squire, Clerk of the Board, or emailed to support@ncuaqmd.org.

The Public Hearing will continue until Thursday, May 18, 2023, at 10:00 a.m. where the NCUAQMD Governing Board may vote to adopt the FY 2023-24 District Budget; and will be held at the District offices at 707 L Street, Eureka, CA 95501.

Copies of this notice, and the proposed FY 2023-24 District Budget will be available for viewing beginning Tuesday, March 21, 2023, at the District office, or by visiting the District's website (www.ncuaqmd.org).

The meeting rooms are ADA accessible. Accommodations and access to NCUAQMD meetings for people with special needs must be re-

requested of the
Clerk in advance
of the meeting.

Published :
03/21/2023

North Coast Unified Air Quality Management District - Draft FY 2023-24 Budget

| ACCOUNT NUMBER | ACCOUNT NAME | FY 2022-23 ADOPTED | FY 2023-24 DRAFT | DESCRIPTION AND DETAILS OF ACCOUNTS |
|-----------------------|--------------------------------------|-----------------------|---------------------|---|
| REGULAR INCOME | | | | |
| PERMITS | | | | |
| 43050 | Non-Standard Burn Permits | 120,000 | 120,000 | The Burn Program under District Reg II locally implements CCR Title 17 requirements for open burning. The larger permit is a "Non-Standard" Burn Permit (and may allow other types of burning such as property development, hazard reduction, prescribed burns, etc.). Current fees are tiered for the size of the burn and vary from \$40 (burns<1 acre mt), \$80 (1-10 acres), \$500 (100-300 acres), \$1,250 (burns>300 acres). |
| 43100 | Standard Burn Permits | 70,000 | 70,000 | The Burn Program under District Reg II local implements CCR Title 17 requirements for open burning. The smaller permit is a "Standard" Burn Permit that is typically for most residential properties. Current fee is \$20. |
| 43125 | Smoke Management Plans (SMPs) | - | - | SMP's are required in conjunction with some Non-Standard Burn Permits when burning could impact a sensitive receptor (school, hospital, centers, homes, etc.) and/or the amount of material to be burned exceeds that outlined in District rules. SMP's are each reviewed and approved, and burning must be done within prescription with a Burn Authorization on a Burn Day. Current Fee is \$65. |
| 43150 | Title V Permits | 290,000 | 300,000 | The 1990 Amendments to the Federal Clean Air Act (CAA) include a comprehensive operating permit program in Title V (40 CFR Part 70). The Title V permit combines, in a single document, all Federal CAA requirements that apply to these "Major" sources. The District has identified the following facilities that are considered Major sources and are subject to the Title V permit program requirement: DG Fairhaven, Pacific Gas & Electric, and Humboldt Sawmill Company. |
| 43160 | Synthetic Minor Permits | 4,200 | 4,800 | Synthetic Minor Sources are not considered a Major (Title V) source because permit conditions restrict operation so that its potential to emit emissions are below that for a Major source. |
| 43200 | Permits to Operate (PTOs) | 205,000 | 215,000 | Annual renewal permit fees for Minor stationary source(s) of emissions and mobile equipment under existing PTOs, such as diesel engines, hot mix asphalt plants, crematories, etc. District fees established pursuant to H&SC Section 42311. |
| 43250 | Authority To Construct (ATC) Permits | 15,000 | 15,000 | Initial construction permit fees for stationary source and mobile equipment, such as diesel engines, hot mix asphalt plants, crematories, GDFs, etc. Applications received can vary depending on economy, construction activity, etc. |
| 43300 | Vapor Recovery Permits | 85,000 | 90,000 | Vapor recovery permits are required by District regulations for gas stations (Gasoline Dispensing Facilities-GDFs), bulk terminals, and for Soil Vapor Extractions (SVE). |
| TOTAL | | 789,200 | 814,800 | |
| FEES | | | | |
| 44025 | District share State-wide PERP Fees | 24,000 | 30,000 | Under state law, owners or operators of portable diesel engines and certain other types of equipment can register their units under ARB's statewide Portable Equipment Registration Program (PERP) in order to operate their equipment throughout California. These funds represent the District's share of inspection fees for registrations. |
| 44050 | Emission Reduction Fees | - | - | Pursuant to federal, state, and local laws, voluntary, unrequired emission reductions initiated by stationary sources which are real, permanent and validated may be banked and used for offset credit toward non-attainment pollutants. |
| 44150 | Application Fees | 3,000 | 4,000 | Application fees for permits such as ATCs, existing permit revisions, and existing equipment not under permit (PTOs). Applications received can vary depending on economy, construction activity, etc. |
| 44200 | ATCM Regulation(s) Fees | 150 | 500 | Fees associated with State Air Toxic Control Measures (ATCMs) including Naturally Occurring Asbestos (NOA) mitigation plans. |
| 44250 | Asbestos NESHAP Fees | 15,000 | 15,000 | The EPA minimizes asbestos emission exposure through the National Emission Standards for Hazardous Air Pollutants (NESHAP) pursuant to 40 CFR Part 61. The Asbestos NESHAP provisions require notification and inspection prior to building demolition activity. Fees cover the review and approval of applicators and the issuance of asbestos abatement permits. Applications received can vary depending on economy, construction activity, etc. |
| 44350 | GHG Fees | 130,000 | 135,000 | Applies to sources which have potential to emit Greenhouse Gases (GHGs) such as stationary sources and those affected by the state refrigerant management program. This covers tracking, permitting, inspecting, and emission inventory management. |
| 44400 | Hearing Board & Excess Emission Fees | - | - | Under limited conditions, stationary sources may apply for a variance from District regulations by submitting a petition to the District Hearing Board. This account tracks Hearing Board petition fees and Excess Emission Fees. |
| 44510 | Hot Spots Emission Inventory | - | - | On a quadrennial basis, the District bills stationary sources in accordance with Regulation IV, Rule 407(3.2) for cancerous and non-cancerous health effects. The billing covers the cost of updating emissions inventory per AB2588, Hot Spots. |
| 44600 | Air Monitoring Funds (Designated) | 90,000 | 90,000 | All permitted sources (PTOs, Vapor Recovery, etc.) pay an air monitoring fee that is designated toward support of the District's Air Monitoring network and activities. |
| 44900 | Other Fees | - | - | Miscellaneous fees that do not fall into other fee accounts such as expedite fees, outside contract engineering, permit modifications, etc. |
| TOTAL | | 262,150 | 274,500 | |
| PENALTIES | | | | |
| 46050 | Settlements, Civil | 20,000 | 50,000 | Revenue collected from the District's Civil Penalty Fee Program established pursuant to H&SC Section 42402.5 and 42403. The amount Notice of Violations (NOVs) varies each year. This amount can vary quite a bit, but generally there are always payments associated with NOVs each year. |
| 46100 | Late Payments | - | 500 | Assessment of late payments on past due invoices. |
| TOTAL | | 20,000 | 50,500 | |

North Coast Unified Air Quality Management District - Draft FY 2023-24 Budget

| ACCOUNT NUMBER | ACCOUNT NAME | FY 2022-23 ADOPTED | FY 2023-24 DRAFT | DESCRIPTION AND DETAILS OF ACCOUNTS |
|-------------------------------------|--|-----------------------|---------------------|---|
| STATE FUNDS | | | | |
| 47050 | Subvention, Base | 103,200 | 103,200 | Air districts received State Subvention funds because the Legislature recognized that the districts face a number of program mandates under state law that cannot be fully funded (or in some cases, funded at all) through fees on stationary sources or with motor vehicle registration surcharge funds. There are specific requirements and limits for which this money can be used. Under H&SC Section 39802, Base Subvention funding is provided/subvened at a rate of up to \$0.23 per capita but not less than \$34,000 (\$18,000 each county). |
| 47055 | Subvention, Supplemental | 30,000 | 15,000 | Supplemental Subvention funding received under H&SC 39810 are for programs or expenditures that have been allocated per the District's yearly application and approved by the State. Funds could be targeted for activities such as staff training, rule/SIP revisions, public outreach, unrecovered enforcement costs, supplemental air monitoring equipment and supplies, etc. |
| 47060 | CARB AB 617 Community Air Protection Grant Agreement Funding | - | - | Direct reimbursement funding under grant agreement for AB 617 Community Air Protection Program activities such as source evaluations, plan preparation, monitoring, community meetings, reduction plans, emissions reporting, and BARCT implementation. Grant agreement may be amended in future years. |
| 47065 | CARB AB 197 Emission Inventory Grant Agreement Funding | 9,500 | 9,500 | Direct reimbursement funding under grant agreement for AB 197 Emission Inventory activities to review and update emission inventory data in the California Emissions Inventory Development and Reporting System (CEIDARS) database. Annual funding tentatively \$8,500/yr, and grant agreement may be amended in future years. Anticipate annual requests for reimbursement of activities. |
| 47070 | CARB Oil & Gas Regulation Grant Agreement Funding | 1,000 | 1,000 | Direct reimbursement funding under grant agreement for implementation and enforcement of facilities subject to the CARB Oil & Gas Regulations. The District currently only has one facility that meets the applicability. Anticipate annual requests for reimbursement of activities. |
| 47315 | CARB Prescribed Burn Grant Program | 115,000 | 115,000 | Direct reimbursement funding under grant agreement for activities that support statewide increase in prescribed fire as envisioned in SB1260/SB960 with CAL FIRE. Under contract with CARB, CAPCOA implements pass through funding to districts via MOA requirements. Each CARB FY grant agreement is for two years implementation. The District uses these funds to offset fee waivers for Non-Standard Burn Permits and Smoke Management Plans (SMPs) associated with prescribed fire projects, wildfire fuel-reducing Air Curtain Incinerators, and costs associated with prescribed fire-wildfire public outreach activities. |
| 47110 | EPA 103 Grant - Air Monitoring PM2.5 | 9,100 | 17,300 | EPA PM2.5 Grant funds that directly fund District PM2.5 air monitoring efforts (labor, equipment, monitor, etc.) |
| TOTAL | | 267,800 | 261,000 | |
| GRANT ADMINISTRATION FUNDS | | | | |
| 48150 | AB923 DMV Surcharge - Admin | 17,000 | 17,000 | Administration portion of the AB923 DMV Surcharge (\$2 per vehicle). Administration limited to 6.25% of grant funding pursuant to H&SC 44233. |
| 47331 | RSBPP Grant Admin (YR 2) | 25,000 | - | Admin income from direct reimbursement of costs incurred with the administration of the Rural School Bus Pilot Program (RSBPP) for YR 2 |
| 47332 | RSBPP Grant Admin (YR 3) | 75,000 | 160,000 | Admin income from direct reimbursement of costs incurred with the administration of the Rural School Bus Pilot Program (RSBPP) for YR 3 |
| 47333 | RSBPP Grant Admin (YR 4) | 25,000 | 40,000 | Admin income from direct reimbursement of costs incurred with the administration of the Rural School Bus Pilot Program (RSBPP) for YR 4 |
| 47215 | State Woodsmoke Reduction Grant Admin | - | - | Admin income from the CARB Woodsmoke Reduction Grant (YR 2) which provides 9.5% for administrative expenses (0.5% for CAPCOA oversight). |
| TOTAL | | 142,000 | 217,000 | |
| AB2766 DMV SURCHARGE FUNDING | | | | |
| 48000 | AB2766 DMV Surcharge Funding | 635,000 | 635,000 | AB2766 Surcharge Funding pursuant to H&SC Sections 44223 and 44225, which authorizes the District to collect up to \$4 per vehicle registered within the District's jurisdiction. |
| TOTAL | | 635,000 | 635,000 | |
| MISCELLANEOUS FUNDS | | | | |
| 49350 | Other Miscellaneous Income | 2,500 | 5,000 | Miscellaneous items not covered by other accounts such fees received for public records requests, District credit card rebates, refund of electricity used for onsite charging stations, etc. |
| TOTAL | | 2,500 | 5,000 | |
| INTEREST | | | | |
| 80050 | Interest, General Account | 15,000 | 10,000 | Interest earned on funds held by the Humboldt County Treasurer. |
| TOTAL | | 15,000 | 10,000 | |
| | TOTAL REGULAR INCOME | 2,133,650 | 2,267,800 | |

North Coast Unified Air Quality Management District - Draft FY 2023-24 Budget

| ACCOUNT NUMBER | ACCOUNT NAME | FY 2022-23 ADOPTED | FY 2023-24 DRAFT | DESCRIPTION AND DETAILS OF ACCOUNTS |
|--|--|--------------------|------------------|---|
| REGULAR EXPENSE | | | | |
| APPROPRIATION FOR CONTINGENCIES | | | | |
| 58000 | Appropriation for Contingencies | 25,000 | 25,000 | Contingency funds are used to address unanticipated fiscal liabilities and changes in the operational activities of the District, which may occur in the course of the year. Contingency funds represent the District's budgeted non-obligated fund. Many of the District's activities require advance funding to receive direct reimbursement. |
| TOTAL | | 25,000 | 25,000 | |
| SALARIES & WAGES | | | | |
| 60050 | Salaries & Wages | 1,040,000 | 1,065,000 | Projected annual base salary and wages for 12 1/2 permanent employees, including any COLA or merit increases. |
| 60100 | Outside contract employee(s) | - | - | Costs for temporary and part time employees as outside contractor/support who are not eligible for standard employee benefits. |
| 60125 | Overtime | 1,000 | 1,000 | Wages paid for overtime work. |
| 60150 | Retirement - CalPERS | 284,500 | 275,000 | The District pays a percentage of gross wages and an annual lump sum amount for the Annual Unfunded Accrued Liability (AUAL). PERS rates and AUAL are established through an actuarial valuation. Costs increase due to the District's pension obligation/debt - this year the AUAL amount represents almost 30% of the total payment to CalPERS. |
| 60175 | Employees' Group Insurance | 390,000 | 441,345 | District employees are covered under PERS insurance (California Public Employees Retirement System's health insurance plan). |
| 60184 | Retirees' Group Insurance | 84,000 | 92,580 | This account reflects the cost for retirees' health insurance coverage. This is considered part of the District's Other Post Employment Benefits (OPEB) debt obligation. |
| 60186 | SDRMA Dental, Vision, Life Insurance | 17,400 | 15,600 | This account reflects the cost of the Special District Risk management Authority (SDRMA) ancillary benefits (which include Dental, Vision and Basic Life insurance for employees). |
| 60190 | Workers' Compensation Insurance | 12,000 | 10,000 | Workers' compensation insurance is paid yearly and is determined based on a combination of State rates and claims experience. |
| TOTAL | | 1,828,900 | 1,900,525 | |
| PAYROLL TAXES | | | | |
| 60225 | Medicare & Social Security Tax | 15,080 | 15,450 | The Medicare tax rate is 1.45% of taxable wages, with no wage limit. |
| 60250 | CA Taxes, Unemployment Insurance & ETT | 2,450 | 1,600 | These taxes are calculated by applying the 2022 contribution rates of 1.5% for State Unemployment Insurance (SUI) and 1% for Employment Training Tax (ETT) to the first \$7,000 wages per employee per calendar year period. |
| TOTAL | | 17,530 | 17,050 | |
| INSURANCE | | | | |
| 60350 | General Liability, E&O | 25,000 | 25,000 | Premiums for public liability, property damage including fire, burglary, and vehicle coverage, errors and omissions coverage, boiler and money insurance coverage. This expense also includes a rider for various air monitoring stations. |
| TOTAL | | 25,000 | 25,000 | |
| PROFESSIONAL SERVICES | | | | |
| 60450 | Professional & Special Services | 100,000 | 100,000 | Professional and specialized services including financial and auditing services, legal services, outside consulting/support, etc. |
| TOTAL | | 100,000 | 100,000 | |
| REPAIRS & MAINTENANCE | | | | |
| 60550 | Maintenance, Computers & Programs | 28,500 | 28,500 | General maintenance costs for computers, software, licenses, and proprietary programs (IT costs, Smartsheet, DocuSign, Zoom, QuickBooks, Google/Gmail, payroll, server, website support, software licences, etc.) |
| 60575 | Maintenance, Building | 5,000 | 5,000 | Building maintenance and repair costs to building. |
| 60580 | Maintenance, Equipment & Miscellaneous | 8,000 | 8,000 | Maintenance activity for equipment not specified in other maintenance accounts (landscape maintenance, etc.). |
| 60590 | Maintenance, Equip. & Misc.-Air Monitoring | 15,000 | 15,000 | Repairs and maintenance of air monitoring stations. |
| 60585 | Household & Janitorial | 6,700 | 6,700 | General janitorial costs for office and garbage pick-up service. |
| TOTAL | | 63,200 | 63,200 | |
| SAFETY EQUIPMENT & SUPPLIES | | | | |
| 60855 | Safety Equipment | 1,000 | 1,000 | Safety equipment such as safety shoes and/or gear for inspections. Includes COVID-19 supplies. |
| TOTAL | | 1,000 | 1,000 | |

North Coast Unified Air Quality Management District - Draft FY 2023-24 Budget

| ACCOUNT NUMBER | ACCOUNT NAME | FY 2022-23 ADOPTED | FY 2023-24 DRAFT | DESCRIPTION AND DETAILS OF ACCOUNTS |
|-------------------------------------|--|--------------------|------------------|--|
| TRANSPORTATION & TRAVEL | | | | |
| 60950 | Vehicles - Gas, Maintenance & Repairs | 13,000 | 13,000 | Costs of vehicles' gas, maintenance and repairs including fuel, auto detailings, annual safety checks, oil changes, and car washes. |
| 61050 | Transportation & Travel - Staff | 8,000 | 8,000 | Costs of all transportation including the reimbursement to staff for the costs of meals and lodging, commercial transportation, allowance for use of private vehicles and other travel costs. |
| 61060 | Transportation & Travel - APCO | 4,000 | 4,000 | Costs of all transportation associated with the APCO including the reimbursement of the costs of meals and lodging, commercial transportation, allowance for use of private vehicles and other travel costs. |
| 61075 | Transportation & Travel - Board of Directors | 4,000 | 4,000 | Travel expenses for governing and hearing board members and District counsel, such as mileage and lodging reimbursements. |
| TOTAL | | 29,000 | 29,000 | |
| COMMUNICATIONS | | | | |
| 62050 | Communications - General Office | 18,000 | 15,000 | Cost of communications services, including monthly telephone at the office and cell phone costs. |
| 62060 | Communications - Internet | 3,000 | 3,600 | Cost of internet communications at various district sites. |
| TOTAL | | 21,000 | 18,600 | |
| UTILITIES | | | | |
| 63050 | Utilities - Electric & Gas | 10,000 | 12,500 | Gas and electric service to the office & various air monitoring stations. |
| 63100 | Water & Sewer | 1,000 | 1,000 | Water and sewer service to the office. |
| TOTAL | | 11,000 | 13,500 | |
| SPECIAL DISTRICT EXPENSE | | | | |
| 64050 | Special District Expense - General | 8,000 | 8,000 | Other District expenses in this category include payments to Board members at \$100 per meeting (H&SC 40154), etc. |
| 64075 | Training | 4,500 | 4,500 | Employee education and training expenses (registration and class fees). |
| 64100 | Memberships & Subscriptions | 12,000 | 12,000 | Costs of necessary memberships, subscriptions, and/or licenses (CAPCOA membership, CSDA, etc.). |
| 64150 | Public Education | 1,000 | 1,000 | Various public education programs and outreach not included in other programs' outreach or expense accounts (i.e. funding provided directly by the District). |
| TOTAL | | 25,500 | 25,500 | |
| OFFICE EXPENSE | | | | |
| 65050 | Postage | 5,000 | 5,000 | Stamps, metered mail and bulk mail postage. |
| 65100 | Office Supplies | 7,000 | 5,000 | Office supplies include expendable items such as pens, pencils, ink & toner cartridges, copy paper, binders, envelopes, etc. |
| 65200 | Publications & Legal Notices | 5,000 | 5,000 | District costs of publications legally required for reports and notices, and includes costs of public notices. |
| 65225 | Printing Costs | 2,000 | 2,000 | Printing costs such as printing permit forms and other District publications. |
| 65250 | Rents & Leases - Building | 2,040 | 2,340 | Rental expense for storage unit. |
| 65255 | Rents & Leases, Building - Air Monitoring | 600 | 600 | Eureka (Alice Birney) Air Monitoring Station monthly rent at \$50 per month. |
| 65300 | Rents & Leases - Equipment | 4,500 | 6,000 | Rent and lease of equipment, including postage meter and copier leases. |
| 65350 | Office Services | 6,000 | 6,000 | Other misc office expense for services (Office/building security system, office printing/copier services, etc.). |
| TOTAL | | 32,140 | 31,940 | |
| CAPITAL OUTLAY | | | | |
| 66075 | Equipment <\$5,000 | 10,000 | 7,000 | Small tools, computer-related and office equipment. |
| 66080 | Air Monitoring Equipment <\$5,000 | 10,000 | 5,000 | Small tools and equipment associated with air monitoring. |
| 66100 | Fixed Assets >\$5,000 | - | 20,000 | Major modifications to real property, replacement of vehicles, or purchase of other assets. Purchase of Storage shed for RSBPP grant files reimbursed with RSBPP Admin funds. |
| 66105 | Fixed Assets - Air Monitoring >\$5,000 | 30,000 | 30,000 | Purchase of new equipment for air monitoring stations. |
| TOTAL | | 50,000 | 62,000 | |
| GRANT ADMINISTRATION EXPENSE | | | | |
| 67601 | RSBPP Grant Admin (YR 2) - Expense | 10,000 | - | Admin income expensed from direct reimbursement of costs incurred with the administration of the Rural School Bus Pilot Program (RSBPP) for YR 2 |

North Coast Unified Air Quality Management District - Draft FY 2023-24 Budget

| ACCOUNT NUMBER | ACCOUNT NAME | FY 2022-23 ADOPTED | FY 2023-24 DRAFT | DESCRIPTION AND DETAILS OF ACCOUNTS |
|---|--|--------------------|------------------|--|
| 67602 | RSBPP Grant Admin (YR 3) - Expense | 55,000 | 120,000 | Admin income expensed from direct reimbursement of costs incurred with the administration of the Rural School Bus Pilot Program (RSBPP) for YR 3 |
| 67603 | RSBPP Grant Admin (YR 4) - Expense | 10,000 | 30,000 | Admin income expensed from direct reimbursement of costs incurred with the administration of the Rural School Bus Pilot Program (RSBPP) for YR 4 |
| 67625 | State Woodsmoke Reduction Grant Admin (YR 2) - Expense | - | - | Admin income expensed from direct reimbursement of costs incurred with the administration of the State Woodsmoke Reduction Grant (YR 2) |
| 67630 | CARB Prescribed Burn Grant Program - Expense | 25,000 | 50,000 | Admin income expensed from direct reimbursement costs incurred with the administration of CARB Prescribed Burn Program Grant. |
| TOTAL | | 100,000 | 200,000 | |
| FUNDS TO OTHER AGENCIES | | | | |
| 68200 | CARB Air Toxic "Hot Spots" Program | 1,500 | 1,500 | Fees collected by the District and passed through to CARB for CARB's Air Toxic "Hot Spots" Program. |
| 68290 | Burn Permit Fees to Fire Agencies | 12,000 | 12,000 | The District provides \$3 for every Standard Burn Permit issued to each local fire agency. |
| 68410 | CARB AB 617 Community Air Protection Grant Agreement Funding | - | - | |
| TOTAL | | 13,500 | 13,500 | |
| MISCELLANEOUS EXPENSE | | | | |
| 69100 | Uncategorized Expenses | - | - | |
| 69150 | Bad Debt/Unpaid Fees/Write-offs | - | - | Unpaid invoices and deductions in fees due to the District. |
| | Pension & OPEB Liabilities Fund | - | - | Payments to the Pension and OPEB Trusts |
| TOTAL | | - | - | |
| BANK FEES & INTEREST EXPENSE | | | | |
| 70125 | Bank Fees & Charges | 1,500 | 1,500 | Regular banking fees associated with checking accounts. |
| 70130 | Credit Card Expense | 6,500 | 7,500 | Bank fees associated with credit card transactions. |
| 70150 | Late Fees | - | - | |
| TOTAL | | 8,000 | 9,000 | |
| | TOTAL REGULAR EXPENSE | 2,350,770 | 2,534,815 | |

| | |
|------------------|--|
| 2,267,800 | Total FY 23/24 Income |
| 2,534,815 | Total FY 23/24 Expense |
| -267,015 | |
| 94,410 | Contribution of FY 23/24 Grant Programs which have a fixed admin % (does not include direct/reimbursement grant admin) |
| -172,605 | |

| GRANTS & SPECIAL INCOME | | | | |
|------------------------------------|---|------------------|------------------|--|
| CARL MOYER GRANT INCOME | | | | |
| 47100 | Carl Moyer Program Grant (Yr 25) | 505,617 | 346,548 | The CARB Carl Moyer Program Grant provides grant incentives for purchasing lower-emission heavy-duty diesel engines. Funding typically covers the cost difference between a new heavy-duty diesel engine and an alternative, clean fuel or lower-emission model. |
| 47100 | Carl Moyer Program Grant carryover | 457,625 | 703,105 | Carl Moyer Grant program funds carryover from previous fiscal year. |
| 47105 | Carl Moyer Program Admin (Yr 25) | 72,231 | 49,507 | The Carl Moyer Grant provides 12.5% for grant admin/expenses (held in District Reserve), which are allocated over several years (typically allocate 80% initial year) |
| 47105A | Carl Moyer Program Grant Admin carryover from previous year | 8,304 | 14,446 | The Carl Moyer Grant provides 12.5% for grant admin/expenses (held in District Reserve), which are allocated over several years (typically allocate and carryover 20% for second year) |
| 80150 | Interest, Carl Moyer Program Grant | 200 | 200 | Estimated interest earned on all Carl Moyer Program Grant funds while held in the Moyer bank account. All interest earned must be available for disbursement to qualified projects. |
| TOTAL | | 1,043,977 | 1,113,806 | |

North Coast Unified Air Quality Management District - Draft FY 2023-24 Budget

| ACCOUNT NUMBER | ACCOUNT NAME | FY 2022-23 ADOPTED | FY 2023-24 DRAFT | DESCRIPTION AND DETAILS OF ACCOUNTS |
|---|---|--------------------|------------------|--|
| STATE RESERVE (MULTI-DISTRICT) GRANT INCOME | | | | |
| 47350 | State Reserve (Multi-District) Grant | - | - | CARB grant funding from the unallocated 5% within the Carl Moyer Program, referred to as State Reserve (Multi-District). Supports state priorities in partnership with air districts. Initially funding went to the TIMBER Program with new funds presently going toward VIP off-road, non-Ag and Ag projects. |
| 47350 | State Reserve (Multi-District) Grant carryover | 219,835 | 219,835 | The State Reserve Grant program funds carryover from previous fiscal year. |
| 47355 | State Reserve (Multi-District) Admin | - | - | The State Reserve Grant provides 12.5% for grant admin/expenses (held in District Reserve), which are allocated over several years (typically allocate 80% initial year) |
| 47355 | State Reserve (Multi-District) Admin carryover | 31,403 | 31,403 | The State Reserve Grant provides 12.5% for grant admin/expenses (held in District Reserve), which are allocated over several years (typically allocate 20% for second year). |
| TOTAL | | 251,238 | 251,238 | |
| AB923 DMV SURCHARGE INCOME | | | | |
| 48100 | AB923 DMV Surcharge Funds | 325,000 | 325,000 | State provided AB923 DMV Surcharge Funds for grant projects pursuant to H&SC 44229, which authorizes the District to receive an additional \$2 per vehicle in the District's jurisdiction. |
| 48100 | AB923 DMV Surcharge Funds carryover | 1,893,365 | 1,896,400 | AB923 DMV Surcharge Funds Carryover from previous fiscal year. |
| 80200 | Interest, AB923 DMV Surcharge Funds | 200 | 200 | Estimated interest earned on AB923 DMV Surcharge Funds. |
| TOTAL | | 2,218,565 | 2,221,600 | |
| RURAL SCHOOL BUS PILOT PROGRAM (YR 2) INCOME | | | | |
| 47326 | Rural School Bus Pilot Program (YR 2) | - | - | Through a CARB Grant Agreement, the District administers the state-wide Rural School Bus Pilot Program (RSBPP) Year 2 grant for school buses for rural school districts. |
| 47326 | Rural School Bus Pilot Program (YR 2) carryover | 5,000,000 | - | RSBPP (YR 2) carryover from previous fiscal year and held in the RSBPP (YR 2) financial account. |
| 80215 | Interest, RSBPP (YR 2) Grant Program | 1,000 | - | Estimated interest earned on RSBPP (YR 2) Grant funds while held in the RSBPP (YR 2) financial account. All interest earned must be available for disbursement to qualified projects. |
| TOTAL | | 5,001,000 | - | |
| RURAL SCHOOL BUS PILOT PROGRAM (YR 3) INCOME | | | | |
| 47327 | Rural School Bus Pilot Program (YR 3) | - | - | Through a CARB Grant Agreement, the District administers the state-wide Rural School Bus Pilot Program (RSBPP) Year 3 grant for school buses for rural school districts (allocation was increased beyond initial amount to \$18,550,00, which includes CARB's state match project funds for DERA grant applied to RSBPP). |
| 47327 | Rural School Bus Pilot Program (YR 3) carryover | 10,405,000 | 7,375,000 | RSBPP (YR 3) carryover from previous fiscal year and held in the RSBPP (YR 3) financial account. |
| 80216 | Interest, RSBPP (YR 3) Grant Program | 1,500 | 1,000 | Estimated interest earned on RSBPP (YR 3) Grant funds while held in the RSBPP (YR 3) financial account. All interest earned must be available for disbursement to qualified projects. |
| TOTAL | | 10,406,500 | 7,376,000 | |
| RURAL SCHOOL BUS PILOT PROGRAM (YR 4) INCOME | | | | |
| 47328 | Rural School Bus Pilot Program (YR 4) | 4,350,000 | - | Through a CARB Grant Agreement, the District administers the state-wide Rural School Bus Pilot Program (RSBPP) Year 4 grant for school buses for rural school districts. |
| 47328 | Rural School Bus Pilot Program (YR 4) carryover | - | 4,185,000 | RSBPP (YR 4) carryover from previous fiscal year and held in the RSBPP (YR 4) financial account. |
| 80217 | Interest, RSBPP (YR 4) Grant Program | 1,000 | 1,000 | Estimated interest earned on RSBPP (YR 4) Grant funds while held in the RSBPP (YR 4) financial account. All interest earned must be available for disbursement to qualified projects. |
| TOTAL | | 4,351,000 | 4,186,000 | |
| DERA FEDERAL GRANT INCOME | | | | |
| 47324 | DERA Grant | 1,695,376 | 1,695,376 | Through Grant Agreements, G-19-DERA-01 and G-21-DERA-01, the District administers all of CARB's Diesel Emissions Reduction Act (DERA) allocated by the EPA to CARB for all of California. Under agreement, the DERA funds will be spent toward the RSBPP grant program, typically funding about 5 additional school buses. |
| 47324 | DERA Grant carryover | - | - | |
| TOTAL | | 1,695,376 | 1,695,376 | |
| WOODSTOVE CHANGEOUT PROGRAM INCOME | | | | |
| N/A-Reserve | Woodstove Changeout Grant Program | - | - | District Woodstove Grant Program is typically funded by funds from compliance settlement agreement(s). The current funds were received in FY 16/17 and are provided through the Reserve Fund. |
| N/A-Reserve | Woodstove Changeout Grant Program carryover | 275,000 | 275,000 | District Woodstove Grant funds carryover from previous fiscal year and held in the District Reserve. |
| TOTAL | | 275,000 | 275,000 | |

North Coast Unified Air Quality Management District - Draft FY 2023-24 Budget

| ACCOUNT NUMBER | ACCOUNT NAME | FY 2022-23 ADOPTED | FY 2023-24 DRAFT | DESCRIPTION AND DETAILS OF ACCOUNTS |
|---|---|--------------------|-------------------|---|
| STATE WOODSMOKE REDUCTION PROGRAM INCOME | | | | |
| 47210 | State Woodsmoke Reduction Grant Program | - | - | State Woodsmoke Reduction Rrant Program is implemented by CARB and administered by air districts in coordination with CAPCOA. Implemented by California Climate Investments with GGRF funds. Initial allocation to District and also air basin. Estimated 2 year pilot with future funding. |
| 47210 | State Woodsmoke Reduction Grant Program carryover | 5,000 | - | State Woodsmoke Grant program funds carryover from previous fiscal year and held in the State Woodsmoke account. |
| 80210 | Interest, Woodsmoke Grant Program | - | - | Estimated interest earned on Woodsmoke Reduction Program funds while held in the Woodsmoke financial account. All interest earned must be available for disbursement to qualified projects. |
| TOTAL | | 5,000 | - | |
| FARMER PROGRAM INCOME | | | | |
| 47200 | FARMER Grant Program | - | 300,000 | CARB's Funding Agricultural Replacement Measures for Emission Reductions (FARMER) grant program. A statewide agricultural equipment replacement program similar to the Carl Moyer Program with additional project types. Initially allocates \$5.5 million split among 18 air districts with 9% administration. Funded by GGRF, Air Quality Improvement Funds, Alternative and Renewable Fuel and Vehicle Technology Funds. |
| 47200 | FARMER Grant Program carryover | - | - | The FARMER Grant program funds carryover from previous fiscal year and held in the FARMER account. |
| 47205 | FARMER Grant Program Admin | - | 27,000 | The FARMER Grant provides 9% for administrative expenses. |
| 47205 | FARMER Grant Program Admin carryover from previous year | - | - | The FARMER Grant provides 50% admin carryover from previous fiscal year, held in District Reserve, to be expensed this fiscal year. |
| 80205 | Interest, FARMER Grant Program | - | 200 | Estimated interest earned on FARMER Grant Program funds while held in the FARMER Program financial account. All interest earned must be available for disbursement to qualified projects. |
| TOTAL | | - | 327,200 | |
| TOTAL GRANTS & SPECIAL INCOME | | 25,247,656 | 17,446,220 | |
| GRANTS & SPECIAL EXPENSE | | | | |
| CARL MOYER GRANT EXPENSE | | | | |
| 68100 | Carl Moyer Program Grant | 963,442 | 1,049,853 | Carl Moyer Program Grant incentives/project funds provided under contract to recipients. |
| 68100 | Carl Moyer Program Grant carryover | - | - | Carl Moyer Program Grant funds carryover to next fiscal year and held in Carl Moyer financial account. |
| 68100A | Carl Moyer Program Grant Admin | 57,785 | 39,606 | The Carl Moyer Grant provides 12.5% for grant admin/expenses (held in District Reserve), which are allocated over several years (typically 80% initial year, 20% second year) to roughly cover minor admin expenses during grant term (5-10yrs). This expense is reflected in the operating budget in various accounts (e.g. Salaries & Benefits and Office Expense). |
| 68100A | Carl Moyer Program Grant Admin carryover from previous year | 8,304 | 9,901 | Carl Moyer Grant admin of 20% carryover from previous fiscal year, held in District Reserve, to be expensed in this fiscal year. |
| 68100A | Carl Moyer Program Grant Admin carryover to next year | 14,446 | 14,446 | Carl Moyer Grant admin of 20% carryover to next year, held in District Reserve, to be expensed next fiscal year. |
| TOTAL | | 1,043,977 | 1,113,806 | |
| STATE RESERVE (MULTI-DISTRICT) GRANT EXPENSE | | | | |
| 68350 | State Reserve (Multi-District) Grant | - | - | State Reserve Grant incentives/project funds provided under contract to recipients. |
| 68350 | State Reserve (Multi-District) Grant carryover | 219,835 | 219,835 | State Reserve program funds carryover to next fiscal year and held in Carl Moyer financial account. |
| 68350A | State Reserve (Multi-District) Admin | - | - | State Reserve Admin provides 12.5% for grant admin/expenses, where 80% is expensed initial year when funds received. This expense is reflected the operating budget in various accounts (e.g. Salaries & Benefits and Office Expense). |
| 68350A | State Reserve (Multi-District) Admin carryover from previous year | 31,403 | 31,403 | State Reserve admin of 20% carryover from previous fiscal year, held in District Reserve, to be expensed in this fiscal year. |
| 68350A | State Reserve (Multi-District) Admin carryover to next year | | | State Reserve admin of 20% carryover to next year and held in District Reserve, to be expensed next fiscal year. |
| TOTAL | | 251,238 | 251,238 | |

North Coast Unified Air Quality Management District - Draft FY 2023-24 Budget

| ACCOUNT NUMBER | ACCOUNT NAME | FY 2022-23 ADOPTED | FY 2023-24 DRAFT | DESCRIPTION AND DETAILS OF ACCOUNTS |
|--|---|--------------------|-------------------|--|
| AB923 DMV SURCHARGE FUNDS EXPENSE | | | | |
| 68055 | AB923 DMV Surcharge Funds | 400,000 | 400,000 | AB923 DMV Surcharge Grant incentives/project funds provided to recipients; AB923 DMV Surcharge Funds also provide yearly match funds for the Carl Moyer Program Grant Program. |
| 68055 | AB923 DMV Surcharge Funds carryover | 1,818,565 | 1,821,600 | AB923 Grant funds carryover to next fiscal year and held in AB923 financial account. |
| TOTAL | | 2,218,565 | 2,221,600 | |
| RURAL SCHOOL BUS PILOT PROGRAM (YR 2) EXPENSE | | | | |
| 68326 | Rural School Bus Pilot Program (YR 2) | 5,001,000 | - | RSBPP (YR 2) Grant incentives/project funds provided under contract to recipients. |
| 68326 | Rural School Bus Pilot Program (YR 2) carryover | - | - | RSBPP (YR 2) Grant funds carryover to next fiscal year and held in RSBPP (YR 2) financial account. |
| TOTAL | | 5,001,000 | - | |
| RURAL SCHOOL BUS PILOT PROGRAM (YR 3) EXPENSE | | | | |
| 68327 | Rural School Bus Pilot Program (YR 3) | 10,406,500 | 7,376,000 | RSBPP (YR 3) Grant incentives/project funds provided under contract to recipients. |
| 68327 | Rural School Bus Pilot Program (YR 3) carryover | - | - | RSBPP (YR 3) Grant funds carryover to next fiscal year and held in RSBPP (YR 3) financial account. |
| TOTAL | | 10,406,500 | 7,376,000 | |
| RURAL SCHOOL BUS PILOT PROGRAM (YR 4) EXPENSE | | | | |
| 68328 | Rural School Bus Pilot Program (YR4) | 4,351,000 | 4,186,000 | RSBPP (YR 4) Grant incentives/project funds provided under contract to recipients. |
| 68328 | Rural School Bus Pilot Program (YR 4) carryover | - | - | RSBPP (YR 4) Grant funds carryover to next fiscal year and held in RSBPP (YR 4) financial account. |
| TOTAL | | 4,351,000 | 4,186,000 | |
| DERA FEDERAL GRANT | | | | |
| 68340 | DERA Grant | 1,695,376 | 1,695,376 | DERA Grant funding is spent within the RSBPP Grant according to the grant agreement along with RSBPP YR3 funds. |
| 68340 | DERA Grant carryover | - | - | |
| TOTAL | | 1,695,376 | 1,695,376 | |
| WOODSTOVE CHANGEOUT PROGRAM EXPENSE | | | | |
| 68075 | Woodstove Changeout Program | 100,000 | - | District Woodstove Grant incentives provided under agreement to recipients. |
| 68075 | Woodstove Changeout Program carryover | 175,000 | 275,000 | District Woodstove Changeout Program funds carryover and held in District Reserve. |
| TOTAL | | 275,000 | 275,000 | |
| STATE WOODSMOKE REDUCTION PROGRAM EXPENSE | | | | |
| 68080 | State Woodsmoke Reduction Program | 5,000 | - | State Woodsmoke Grant incentives provided under agreement to recipients. |
| 68080 | State Woodsmoke Reducton Program carryover | - | - | State Woodsmoke Grant funds carryover to next fiscal year and held in State Woodsmoke financial account. |
| TOTAL | | 5,000 | - | |
| FARMER PROGRAM EXPENSE | | | | |
| 68040 | FARMER Program | - | 300,200 | FARMER Grant incentives/project funds provided under contract to recipients. |
| 68040 | FARMER Program carryover | - | - | FARMER Grant funds carryover to next fiscal year and held in FARMER Grant Program financial account. |
| 68040A | FARMER Admin | - | 13,500 | FARMER Grant program provides 9% for admin/expenses, where 50% admin expensed in first year when funds received. This expense is reflected the operating budget in various accounts (e.g. Salaries & Benefits and Office Expense). |
| 68040A | FARMER Admin carryover from previous year | - | - | FARMER Grant admin of 50% carryover from previous fiscal year, held in District Reserve, to be expensed in this fiscal year. |
| 68040A | FARMER Admin carryover to next year | - | 13,500 | FARMER Grant admin of 50% carryover to next fiscal year and held in District Reserve. |
| TOTAL | | - | 327,200 | |
| TOTAL GRANTS & SPECIAL EXPENSE | | 25,247,656 | 17,446,220 | |

| | |
|------------|------------------------------|
| 17,446,220 | Total FY 23/24 Grant Income |
| 17,446,220 | Total FY 22/23 Grant Expense |
| 0 | |

Agenda Item: 9

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



**Resolution 2023-2
Resolution of Appreciation for John W. Corbett**

WHEREAS, Mr. John W. Corbett has served as a Hearing Board Member for the North Coast Unified Air Quality Management District since 1994, as both as an attorney member and also Board Chair; and

WHEREAS, Mr. Corbett served as member during Emergency and Variance Hearing proceedings on major key issues, such as those involving the Samoa Pulp Mill and operation of the Pacific Gas & Electric (PG&E) plant during Public Safety Power Shutoff (PSPS) events; and

WHEREAS, Mr. Corbett has provided exceptional service to the District and its constituents by serving honorably on the District's Hearing Board, and is recognized for ensuring hearings are fair and balanced with respect to the public interest, facilities, and the District; and

WHEREAS, Mr. Corbett has deftly managed orderly public hearings on contentious issues, and ensured that due process was maintained and that both sides of an issue were heard, and endeavored to bring forth good discussion in the interest of all citizens to come to resolution on difficult topics; and

WHEREAS, Mr. Corbett has generously born the burden of reviewing volumes of technical documents and regulations, and spent endless hours as needed to stay informed of the complex issues concerning air quality; and

WHEREAS, Mr. Corbett 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 Mr. Corbett's significant service to the citizens of the District, the Board and the District employees; and wish him well in all future endeavors.

Board Chair

Date:

Clerk of the Board

Date:

Agenda Item: 10

Closed Session

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: April 20, 2023

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. Recent Amendments to AB 998 (Connolly) regarding biomass energy

AB 998 was introduced by Assembly Member Connolly in February 2023 regarding biomass facilities. The bill was recently amended in March as indicated in the attached summary. Among other things, the bill is now more amenable to the involvement of woody utility-scull biomass combustion facilities in the roles of forest and agricultural waste management. Given the amendment(s), the California Air Pollution Control Officers Association (CAPCOA) is no longer opposing the bill.

2. CARB Woodsmoke Grant FY21/22

In the last five years, the District has previously implemented two program years of the State's Woodsmoke Reduction Grant Program that provides incentives to replace uncertified wood stoves. The District was initially allocated about \$270,000 in Year 1 Program Funding in 2018 (out of \$5 million statewide) and then about \$187,000 for Year 2 Program funding in 2020 (out of \$3 million statewide). It was just recently announced that for the Year 3 program (CARB FY21/22) the District was allocated \$275,00, which again was the largest amount of funding amongst all the small and rural air districts in the state.

The Woodsmoke Program is administered by CARB and implemented by the District in conjunction with California Air Pollution Control Officers Association (CAPCOA). Residents using uncertified wood stoves, wood inserts, or fireplaces as a primary home heating source are eligible for the Program. The incentive amount will vary depending on the location of the residence and the household income, with

households in disadvantaged or low-income communities (meeting AB 1550 requirements) and low-income households qualifying for higher incentives.

3. CAL FIRE Moves to Online Burn Permit Process

CAL FIRE has transitioned statewide to a new online process to obtain CAL FIRE burn permits which are required each year beginning May 1st for those in State Responsibility Areas (SRA). Attached is a recent press release from the CAL FIRE Humboldt-Del Norte Unit about this new system. Since about 2003, CAL FIRE previously accepted the District's air quality Standard/Residential permit in lieu of its own permit (a LE-62A 'dooryard' permit) under a cooperative agreement. CAL FIRE will still require a LE-5 permit for those wishing to conduct General Burning projects in conjunction with a District Non-Standard Burn Permit.

4. Staff Training, Workshops, & Symposiums

Here is a brief list of the main training staff has participated since the last Board Meeting:

- US EPA - *Wildland Fire Research to Protect Health and the Environment* - Debra Harris
- CARB - *CEMS for Inspectors* - David Huffman
- CARB/CAPCOA - *CARB/CAPCOA Incentives Retreat* - Keala Roberts
- Canva - *Canva Create: A Brand New Era 2023 Live Event* - Alexandra Winkler
- National Weather Service - *Storm System Conference* - Alexandra Winkler
- Streamline - *Masterclass: Designing a Site Banner* - Alexandra Winkler



AB-998 Biomass energy facilities: State Energy Resources Conservation and Development Commission:

SHARE THIS: [Facebook icon] [Twitter icon]

Date Published: 03/15/2023 09:00 PM

AMENDED IN ASSEMBLY MARCH 15, 2023

CALIFORNIA LEGISLATURE— 2023–2024 REGULAR SESSION

ASSEMBLY BILL

NO. 998

Introduced by Assembly Member Connolly

February 15, 2023

An act to add Section 25544 to the Public Resources Code, relating to energy.

LEGISLATIVE COUNSEL'S DIGEST

AB 998, as amended, Connolly. Biomass energy facilities: State Energy Resources Conservation and Development Commission: report.

Existing law vests the State Energy Resources Conservation and Development Commission with the exclusive power to certify sites and related facilities for thermal powerplants. Existing law requires an electrical corporation, local publicly owned electric utility, or community choice aggregator with a contract to procure electricity generated from biomass that expires or expired on or before December 31, 2028, to seek to amend the contract to include, or seek approval for a new contract that includes, an expiration date 5 years later than the expiration date in the contract that was operative in 2022, except as specified.

This bill would require the commission, on or before December 31, 2024, to issue a report on the utility-scale biomass combustion facilities still in operation as of January 1, 2024. The bill would require the report to include ~~an assessment~~ *various assessments* ~~of operational factors of each facility, a comparison of direct combustion compared to other biomass energy technologies, and a recommended strategy, if appropriate, to repower biomass combustion facilities to noncombustion conversion technologies.~~ *biomass combustion facilities still in operation as of January 1, 2024, and options to maximize the environmental benefits of these facilities.* The bill would also require the report to include ~~recommendations and strategies related to areas where combustion biomass facilities may be shut down or repowered, including strategies related to baseload power generation, processing waste, and job training, as provided.~~ *The a recommended strategy to upgrade biomass combustion facilities, where appropriate, that considers impacts on disadvantaged, rural forested, and agricultural communities, impacts on the ability to maintain existing capacity for managing forest or other excess biomass, the cost of upgrading facilities and financing opportunities, and job creation or job loss that may result from the strategy. The bill would require the report to include recommendations related to baseload power generation and managing excess biomass if biomass combustion facilities cease operation and strategies related to processing waste and job training in areas where biomass combustion facilities cease operation. The bill would require the commission to include in the report an evaluation of the feasibility of upgrading utility-scale biomass combustion facilities that ceased operation before January 1, 2024, to determine whether such facilities could help California increase its capacity to manage forest and other excess biomass.*

The bill would require the commission, in preparing the report, to coordinate with the State Air Resources Board and local air districts ~~on emissions assessments and emissions control options.~~ *of environmental benefits and available technologies to maximize those benefits.* By imposing new duties on local air districts, the bill would impose a state-mandated local program. The bill would also require the commission, in preparing the report, to coordinate with specified state entities for feedstock assessments for forest, agricultural, urban, and postfire waste, *engage with and solicit feedback from the communities in which*

biomass combustion facilities are located and the applicable local governments, and ~~to~~ provide opportunities for stakeholder and public input.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. *The Legislature finds and declares all of the following:*

(a) Communities throughout California, particularly in regions such as the North Bay area, are experiencing an escalation in catastrophic wildfire events that have become more frequent and severe due to the impacts of climate change.

(b) Research by the United States Forest Service shows that an estimated 129 million trees have died in California's forests due to conditions caused by climate change, prolonged drought, bark beetle infestation, and high tree densities, which have created an unprecedented buildup of dry, combustible woody forest waste material.

(c) The Sierra Nevada Conservancy's report "State of the Sierra Nevada's Forests" demonstrates the direct environmental, social, and economic impacts of widespread tree mortality, such as increased fire danger linked to the accumulation of dead and dry fuel after a widespread mortality event.

(d) According to research by the Sierra Nevada Conservancy, the explosive growth of the 2020 Creek Fire was driven by mass fire behavior made possible by the high amount of dead forest waste alongside overly dense live trees within the fire's interior.

(e) California relies on forest biomass facilities and their capacity to process residual forest waste from vegetation management operations on a large scale. While these facilities play an important role in mitigating wildfire risk, many facilities are decades old. With the state facing an annual forest waste inventory of approximately 54 million tons, the remaining biomass facilities should be examined to identify opportunities for upgrading, maximizing environmental benefit, technological improvements, and forest and other excess biomass processing capabilities.

SECTION 1. SEC. 2. Section 25544 is added to the Public Resources Code, to read:

25544. (a) The commission shall, on or before December 31, 2024, issue a report on the utility-scale biomass combustion facilities still in operation as of January 1, 2024, that includes all of the following:

(1) An assessment of the ~~capacity, feedstock, emissions, options to reduce emissions, feasibility of repowering, grid services, and other operational factors of each facility.~~ *capacity of biomass combustion facilities still in operation as of January 1, 2024, to process forest biomass and material resulting from vegetation management and forest treatment projects.*

(2) An assessment of the ~~impacts, costs, and benefits of direct combustion compared to other biomass energy technologies.~~ *role each of the biomass combustion facilities still in operation as of January 1, 2024, play in achieving the state's forest health improvement and wildfire risk reduction objectives.*

(3) *Options to maximize the environmental benefit of biomass combustion facilities still in operation as of January 1, 2024, and an analysis of the feasibility of upgrading these facilities with new technologies or alterations in operations.*

~~(3)~~

(4) A recommended ~~strategy, if appropriate, strategy~~ *to repower some or all upgrade biomass combustion facilities to noncombustion-conversion technologies facilities, where appropriate,* that considers all of the following:

(A) Impacts on disadvantaged ~~communities.~~ *communities located near the biomass combustion facilities.*

(B) Impacts on rural forested or agricultural communities.

(C) Impacts on the ability to maintain existing state, regional, and local capacity for managing forest or other excess biomass.

~~(C)~~

(D) Cost of repowering compared to other firm renewable technologies. upgrading biomass combustion facilities and financing opportunities that may exist for those efforts.

~~(D)~~

(E) Job creation or job loss that may result from the strategy.

~~(4)~~

(5) Recommendations for how baseload power *and the capacity for managing excess biomass* would be made up ~~in places with if~~ biomass combustion facilities ~~that are recommended to be repowered or shut down~~ *still in operation as of January 1, 2024, subsequently cease operation.*

~~(5)~~

(6) Strategies for processing forest, agricultural, urban, or postfire waste in areas where ~~combustion~~ biomass *combustion* facilities *still in operation as of January 1, 2024*, may ~~be shut down~~ *cease operation temporarily or permanently.*

~~(6)~~

(7) Strategies for job training in any areas where job loss would occur due to a biomass combustion facility shutting down or being repowered.

(8) *An assessment of the type and duration of contract that would be necessary to encourage biomass combustion facilities still in operation as of January 1, 2024, to upgrade.*

(b) The commission shall include in the report required by subdivision (a) an evaluation of the feasibility of upgrading utility-scale biomass combustion facilities that ceased operation before January 1, 2024, to determine whether such facilities could help California increase its capacity to manage forest and other excess biomass.

~~(b)~~

(c) In preparing the report described in subdivision (a), the commission shall do all of the following:

(1) Coordinate with the State Air Resources Board and local air districts on ~~emissions~~ assessments ~~and emissions control options~~ *of environmental benefits and available technologies to maximize those benefits.*

(2) Coordinate with the Department of Forestry and Fire Protection, the Department of Food and Agriculture, and the Department of Resources Recycling and Recovery on feedstock assessments for forest, agricultural, urban, and postfire waste.

(3) Engage with and solicit feedback from the communities in which biomass combustion facilities are located and the applicable local governments.

~~(3)~~

(4) Provide opportunities for stakeholder and public input.

~~SEC. 2.~~ **SEC. 3.** If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

CAL FIRE NEWS RELEASE

California Department of Forestry and Fire Protection



Humboldt - Del Norte Unit

CONTACT: Information Officer
707-726-1285

RELEASE DATE: April 5th, 2023

CAL FIRE MOVES TO ONLINE BURN PERMIT PROCESS

CAL FIRE has transitioned to a new online process to obtain burn permits. Burn permits are required in the CAL FIRE Humboldt – Del Norte Unit each year beginning May 1st for those in State Responsibility Areas. With this new program, there are several changes the public or organizations wishing to burn need to know.

- Burn permits are available online at: www.burnpermit.fire.ca.gov
- All applications for burn permits must be submitted online.
 - Anyone without internet access may contact their nearest CAL FIRE station for assistance.
- The North Coast Unified Air Quality Management District (NCUAQMD) requires its own separate permit. These are required year-round and are available online at www.ncuaqmd.org
- Those burning under a NCUAQMD residential burn permit will now need to also obtain a CAL FIRE residential burn permit (LE-62A). Previously the Humboldt – Del Norte Unit accepted the air quality residential permit as its own.
- Residential burn permits may be obtained at the time of the online application. Other permit types may require site visits to determine or ensure adequate safety precautions are in place.
- Those wishing to conduct General Burning projects will require an LE-5 application. This includes larger pile burning and hazardous project work. Applications should be submitted at least ten days prior to the intended project start date to allow for application review and site visits as needed.
- Those wishing to conduct Broadcast Burning projects will require an LE-7/8 application. This includes prescribed fire type projects. Applications should be submitted at least ten days prior to the intended project start date to allow for application review and site visit.
- There is no fee associated with CAL FIRE burn permits, however, burning without a permit, failing to follow burn permit terms and conditions, or allowing a fire to escape control could result in criminal or civil penalties.
- The CAL FIRE burn permits are available year-round; however, they are not required in the Humboldt – Del Norte Unit until May 1st of each year.

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Agenda Item: 12

Board Member Reports

Agenda Item: 13

Adjournment