

**APPROVED MINUTES
LASSEN COUNTY AIR POLLUTION CONTROL DISTRICT
GOVERNING BOARD
FEBRUARY 13, 2018**

The Board convened in regular session at 3:00 P.M. in the City Council Chambers, located at 66 N. Lassen Street, Susanville, CA., with; Chairman Chris Gallagher and Directors; Joe Franco, Jeff Hemphill, Mendy Schuster Kevin Stafford, and Tom Hammond present. Also present were: Erik Edholm, Air Quality Engineer (AQE); Deborah Savage, Finance Manager, City of Susanville; and Krystle Hollandsworth, Administrative Staff Assistant.

C. AGENDA APPROVAL

Motion by Director Hemphill, second by Director Franco, to approve the February 13, 2018, agenda. Motion carried.

D. APPROVAL OF MINUTES

APPROVAL OF MINUTES FOR THE MEETING OF; DECEMBER 12, 2017: Director Joe Franco motioned to approve the December 12, 2017 minutes, and the motion was seconded by Director Kevin Stafford. Motion carried.

E. BOARD MEMBER ISSUES/REPORTS

NONE

F. CORRESPONDENCE

NO CORRESPONDENCE

G. PUBLIC COMMENT

NO PUBLIC COMMENT

H. MATTERS FOR BOARD CONSIDERATION

1. Election of Chair and Vice Chair for 2018

Director Hammond nominated Chris Gallagher as Chairman, Director Schuster seconded the motion. Motion carried.

Director Franco nominated Mendy Schuster for Vice Chairman, Director Hammond seconded the motion. Motion carried.

2. Report on District Activities

Air Quality Engineer (AQE), Erik Edholm gave a report on recent District activities. The District has been involved with the following items since the last meeting:

Carl Moyer Grant Program; AQE, Edholm reported that Terry Mallory has finally completed his agriculture pump project.

TIMBER; Mr. Edholm reiterated that the District is still looking for TIMBER trucks, and explained that the Air Resources Board just opened the project up to school buses. He also informed the Board that if the TIMBER funds are not

used, the District is able to roll those funds into their regular Carl Moyer project funding.

Burn Complaints: AQE, Edholm mentioned the amount of no-burn days and the increased number of burn complaints. Staff has responded to various complaints regarding burning on no-burn days.

Chairman Gallagher inquired about a burn day public service announcement.

Mr. Edholm stated that he has been in contact with Cal-Fire regarding public information distribution and staff recently modified the no burn day recording to include burn day determination methodology. He also commented that staff will work on creating a public service announcement.

Director Franco asked what agency was responsible for burn day compliance enforcement.

AQE Edholm clarified that since burn days are air quality concerns, the District is responsible for enforcement of burn day violations. However, he did mention that there are circumstances where a local fire district would be responsible for burning violations, and that would be if someone has a burn permit and is not adhering to the permit conditions. Otherwise, the responsibility is on the District to enforce burn day restrictions.

There was a discussion on Cal-Fire burn permits and the months of the year that Cal-Fire usually requires burn permits.

Director Franco inquired about the nature of burn complaints and no burn day determinations, specifically agricultural burns.

Mr. Edholm replied, no burn days are usually determined based on mixing heights and dispersion. He also stated that the determination is based on meteorological conditions in the Northeast Plateau, which includes Lassen, Siskiyou, and Modoc County.

3. District's Financial Report

AQE Edholm reviewed the District's financial reports for December 2017. He confirmed that the balance is steady and there were no major items to report.

4. Woodstove Replacement Program

Mr. Edholm presented an update on the Woodstove Replacement Program. He stated, to date, the District has replaced 159 older non-certified wood burning devices. At the completion of Cycle 3, the District will have assisted in replacing 170 woodstoves in Lassen County since October 2015.

He also mentioned that since the last board meeting, the California Air Pollution Control Officers Association (CAPCOA) signed an agreement with the California Air Resources Board (CARB) to administer the \$5 million Woodsmoke Reduction Program. CAPCOA is proposing that our District's initial allocation is \$50,000, but with the availability of capturing some of the

additional \$100,000 in unallocated dollars assigned to the Northeast Plateau Basin. One difference between our current program and the program guidelines from CAPCOA, is that they want to focus on disadvantaged households. Mr. Edholm informed the Board that with this difference, there might be a need to increase the grant award amount from \$1500 to closer to \$2500 to cover the entire cost of woodstove replacement. Since the household median income less than \$49,000 in Lassen County, Lassen County is considered a disadvantaged community. He explained that this means all stove replacements could be funded through CAPCOA's program, but staff suggests we only fund low-income households with this program and fund non-low-income households through our local program. He described that the program does not allow for self-installations and can be structured as a voucher program, which means that the District would pay the dealers directly for the stove replacement.

Chairman Gallagher asked if there were any other difference besides the low-income requirements between the two programs.

AQE Edholm clarified that the program the District has been facilitating is funded through our local District's budget and the CAPCOA program is being funded through the Cap-and-Trade Program.

There was discussion on the objectives of the Woodsmoke Reduction Program.

5. Audit Report for Fiscal Year 2016/17

Mrs. Savage specified that the District is reviewing the audited financial statements for fiscal year 2016/2017, ending June 30, 2017. She called the Board's attention to the Management Discussion and Analysis (MDA) report and explained it discusses the difference between the net balance of Fiscal year ending in 2016 and 2017.

Director Hemphill motioned to approve resolution 17-07 accepting the Audit Report for year ending June 30, 2017, seconded by Director Stafford. Motion carried.

6. Audit Engagement Letter for Badawi & Associates, 2017/2018 Audit

Mrs. Savage explained that this is the third and final year under the current Request for Proposals for Audit Services. This letter serves to confirm Badawi & Associates understanding of services to be provided to the District for year ending June 30, 2018.

Director Stafford motioned to approve resolution 17-08 authorizing the Chairman to sign and submit the audit engagement letter for the year ending June 30, 2018, seconded by Director Hammond. Motion carried.

7. Application for Carl Moyer 20th Cycle Funding

Mr. Edholm detailed that this application is to request funds in the tentative amount of \$200,000 and this funding is the District's primary source of Carl Moyer funds. Included in the \$200,000 tentative funding request, \$175,000

is allocated for project funding, and \$25,000 would be for administrative fees.

Director Franco motioned to approve resolution 17-09 committing the District to participate in the Carl Moyer Program, accepting Program Funds, and follow the requirements of the Program, seconded by Director Stafford. Motion carried.

I. ADJOURN 3:27 P.M.

Motion by Director Hammond, second by Director Stafford, to adjourn the February 13, 2018, Lassen County Air Pollution Control District Governing Board Meeting. Motion carried.