

LASSEN COUNTY AIR POLLUTION CONTROL DISTRICT GOVERNING BOARD

GOVERNING BOARD

Kevin Stafford, *Chairman*
Chris Gallagher, *Vice Chairman*
Tom Hammond
Jeff Hemphill
Quincy McCourt
Brian Moore

Staff

Erik Edholm
Air Pollution Control Officer
Angelina Chamblee
Administrative Staff Assistant

LASSEN COUNTY AIR POLLUTION CONTROL DISTRICT GOVERNING BOARD SPECIAL MEETING

Lassen County Fairgrounds – Jensen Hall
195 Russel Ave, Susanville, CA 96130

Agenda
Tuesday, June 9, 2020

3:00 p.m.

ADDRESSING THE BOARD

- * Any person desiring to address the Board shall first secure permission of the presiding officer.
 - * Matters under the jurisdiction of the Board, and not on the Agenda, may be addressed by the Public at the time provided in the Agenda under Public Comment.
 - * The Board of Directors will not take action on any subject that is not on the Agenda.
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A. CALL TO ORDER

B. ROLL CALL OF BOARD OF DIRECTORS

C. AGENDA APPROVAL

D. APPROVAL OF MINUTES FOR THE MEETINGS OF: MAY 12, 2020

E. BOARD MEMBER ISSUES/REPORTS

F. CORRESPONDENCE

G. PUBLIC COMMENT

(Any person may address the Board at this time to comment on any subject not on the agenda. However, the Board may not take action other than to direct staff to agendize the matter at a future meeting).

H. MATTERS FOR BOARD CONSIDERATION

PG. 7 **1. Subject** Report on District Activities
Recommendation: Information only/Receive Report

PG. 8 **2. Subject:** District Financial Report
Recommendation: Information only/Receive Report

PG. 9 **3. Subject:** Budget Review
Recommendation: Approve Resolution 19-16 adopting the Fiscal Year 2020-2021 budget.

I. ADJOURN

NEXT SCHEDULED GOVERNING BOARD MEETING AUGUST 11, 2020.

**UNAPPROVED MINUTES
LASSEN COUNTY AIR POLLUTION CONTROL DISTRICT
GOVERNING BOARD
5-12-2020**

The Board convened in regular session at 3:00 P.M. in Jensen Hall at the Lassen County Fairgrounds, located at Fairgrounds Rd., Susanville, CA, with; Vice Chairman Franco, Directors Chris Gallagher, Kevin Stafford, Jeff Hemphill, Quincy McCourt and Brian Moore present. Also present were: Erik Edholm, Air Pollution Control Officer (APCO) and Angelina Chamblee, Administrative Staff Assistant. Director Tom Hammond absent.

C. AGENDA APPROVAL

Motion by Director Stafford, second by Director Gallagher, to approve the May 12, 2020 agenda. Motion carried. Director Tom Hammond absent.

D. APPROVAL OF MINUTES:

Motion for approval of the minutes for the meeting of March 10, 2020 by Director Gallagher, second by Director Hemphill. Motion carried. Director Hammond absent.

E. BOARD ISSUES / REPORTS:

NO BOARD MEMBER ISSUES / REPORTS

F. CORRESPONDENCE:

NO CORRESPONDENCE

G. PUBLIC COMMENT:

Director Gallagher received an email from Kari Graton, a resident in the Spalding area near Eagle Lake. Director Gallagher read Ms. Graton's email to the Board from his cell phone. Ms. Graton is concerned about an unlawful open burn of green waste. APCO Erik Edholm advised the board he will go over this in item H4 of today's Agenda.

H. MATTERS FOR BOARD CONSIDERATION:

1. Election of Chair and Vice Chair for 2020

Motion to elect Kevin Stafford as Chairman by Director Gallagher, second by Director Hemphill. Motion carried. Director Hammond absent.

Motion to elect Chris Gallagher for Vice Chair by Chairman Stafford, second by Director Hemphill. Motion carried. Director Hammond absent.

2. Report on District Activities

Because of COVID-19, the LCAPCD has stopped inspections unless there is a complaint, however, Mr. Edholm has done FARMER and Carl Moyer related inspections to get those projects moving.

Carl Moyer / Farmer Related Activities:

Mr. Edholm advised the Board he has done some Carl Moyer inspections. The FARMER application period has ended and there were a lot of applications that

were not approved so they will be moved to the next round, which is going on now until the end of June.

Wood Stove Replacement Program Cycle II:

Mr. Edholm explained all the vouchers have been issued. 30 projects have been completed and there are seven more that need to be completed. Mr. Edholm advised the Board there may not be a cycle three (3) for this program due to budget cuts this funding may not be available any longer.

Residential Green Waste Disposal Program Development:

The Firesafe Commission did not have funding this year to offer communities disposal options for green waste. Mr. Edholm has been developing a program to help residents in the Lassen County, and would like to help facilitate that loss this year and next year.

Rural CAPCOA Conference:

Mr. Edholm attended the conference via ZOOM due to social distancing from COVID-19.

Response to Complaints:

There were two complaints this month, the complaint from Spalding and a complaint regarding a residential dirt bike track in Janesville. Mr. Edholm met with the property owner of the dirt bike track and explained to the owner there can not be dust with 40% opacity or more emitting from his property for more than three (3) minutes in an hour. Mr. Edholm also explained the definitions of public nuisance that applies to this situation. Since Mr. Edholm spoke to the owner, he has not had further complaints.

3. District's Financial Report:

Mr. Edholm presented the Financial reporting from December 2019 to April 2020. He explained the reports detail the revenue and expenditures of the District. He also described the type of revenue sources the District receives and outlined expenditures the District incurs monthly. The net ending balance in April 2020 is \$331,789.02.

4. Spalding Community Services District Open Burning

Mr. Edholm received a complaint April 20th from a concerned resident the Spalding Community Services District had an open burn of green waste. Mr. Edholm went up to Spalding immediately and saw a green waste burn of 30+ cubic yards or more. Since they were not fully engulfed Mr. Edholm advised them to let the piles burn out. The Spalding Community Service District was trying to promote fire safety, but disposal through open burning was not within the district rules.

Mr. Edholm stated that Mr. Newton had gone out last year around June 2019 and advised them it was not okay to have an open burn for the green waste, but there was no official warning. Mr. Edholm did issue them a Notice to Comply with District Rule 4.7 – Open Burning.

Vice Chairman Gallagher had been to a couple district meetings when the Spalding Community Services District was told not to burn, he was also at a meeting where their Fire Chief also stated it was not safe to burn and they burned anyway. Vice Chairman Gallagher believes the violation is not that of their District, but each Board Member of their District and would like a Notice to Violation to be sent to each acting Board Member. Director Hemphill agrees with Vice Chairman Gallagher and believes that a Notice of Violation to be sent to each Board Member.

Mr. Edholm will contact the Lassen County Air Pollution Control District's Attorney to see if a Notice of Violation (with fees attached) can be issued to each Board Member of the Spalding Community Services District.

5. Community Air Protection Program

Mr. Edholm presented Resolution 19-12 to use funding from the Community Air Protection Program Grant Funds on a residential green waste disposal program to reduce PM emissions from residential burning with education and clean green waste disposal options. The District received approval from CARB to provide 30 Cubic Yard Roll Off Dumpsters for green waste disposal. The District will also spend funding on educating the communities on clean waste disposal options along with efficient burning techniques for open burning.

Motion approving Resolution 19-12 for the Districts participation in the FY 2019-20 Community Air Protection Program and to amend the FY 2019-20 budget by Director Hemphill, second by Vice Chairman Gallagher. Motion carried. Director Hammond Absent.

6. Emission Inventory District Grant

Mr. Edholm explained that the Emissions Inventory Grant is to help the District review and update our emission inventory data.

Motion to approve Resolution 19-13 accepting grant agreement from ARB for the Emissions Inventory District Grant by Director Moore, second by Director McCourt. Motion carried. Director Hammond absent.

7. Funding Agricultural Replacement Measures for Emission Reductions (FARMER) Program

Mr. Edholm updated the Board on the FARMER program. Placer County APCD chooses the projects and forwards them to the District. This year there are seven projects, four are ATV to UTV electric replacements, two are tractors and one Ag truck replacement. The projects total \$306,000 and the District will get 10% for admin costs.

Motion to approve Resolution 19-14 accepting Program Funds and amending the District budget by Director McCourt, second by Director Hemphill. Motion carried. Director Hammond Absent.

8. Carl Moyer Agricultural Equipment Replacement Program-Corder Farms

Mr. Edholm proposed Carl Moyer Grant for execution under 21st Cycle grant, of which the District currently has \$47,911.29 Cycle 21 funds available for award. The proposed grant is to Corder Farms for a tractor replacement project that will replace a 1998 John Deere 6405 with a 2017 John Deere 6011M Series for a total grant amount of \$35,000.

Motion to approve Resolution 19-15 authorizing APCO to execute grant agreement 18-21-CMP-06 in the amount of \$35,000 to Corder Farms by Director Hemphill, second by Director McCourt. Motion carried. Director Hammond absent.

L. ADJOURN 3:54 P.M.

Motion by Chairman Stafford, second by Director Hemphill, to adjourn the May 12, 2020 Lassen County Air Pollution Control District Governing Board Meeting. Motion carried. Director Hammond absent.

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Meeting of June 9, 2020

To: Governing Board

From: Erik Edholm, APCO

Subject: Report on District Activities

The District has been involved in the following since the last meeting:

- Carl Moyer/FARMER Related Activities
 - o Respond to various questions
 - o Review existing agreements
 - o FARMER Application Period Year 3
 - o Tractor, ATV, and truck inspections

- Woodsmoke Replacement Program Cycle II
 - o 37 Vouchers issued
 - o 6 Standard Vouchers (\$1500)
 - o 31 Enhanced Vouchers (\$3000)
 - o 34 Projects completed

- Residential Green Waste Disposal Program
- Spalding Open Burning Violation
- Renew Existing Permits
- Engineering Evaluations for new sources
- Permit Modifications
- Board Meeting time change

Some of these items will likely become the subject of future agenda items for Board discussion.

Staff can answer questions about any of these items as necessary.

Respectfully Submitted,

Erik Edholm
Air Pollution Control Officer

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Meeting of June 9, 2020

To: Governing Board

From: Erik Edholm, APCO

Subject: May 2020 Financial Report

Opening Balance:	\$ 448,245.40
CCI Woodsmoke Program	\$ 17,646.82
Carl Moyer Program Balance	\$ 98,809.56
Net Beginning Balance:	\$ 331,789.02
<u>Revenue:</u>	
Permits	\$ 2,719.23
DMV Fee Revenue	\$ 6,709.80
Property Tax	\$ 5,764.38
ST OF CA-Subvention	\$ 0.00
FARMER Grant	\$ 0.00
CCI Woodsmoke Reduction Program	\$ 0.00
Interest (Fair Market Value Adjustment)	\$ 0.00
Total Revenue	\$ 15,193.41
<u>Expenditures:</u>	
Contract Services – City of Susanville	
Salaries and Benefits	\$ 17,574.00
Services and Supplies	\$ 968.00
Carl Moyer Grant (1 grant)	\$ 35,000.00
FARMER	\$ 0.00
CCI Grant (2 grants)	\$ 5,816.18
Total Expenditures	\$ 59,358.18
 Ending Balance	 \$ 404,080.63
 Carl Moyer Program Balance	 \$ 63,809.56
CCI Woodsmoke Program	\$ 11,830.64
Net Ending Balance:	\$ 328,440.43

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Meeting of June 9, 2020

To: Governing Board

From: Erik Edholm, APCO

Subject: Budget Review

The Lassen County Air Pollution Control District’s Fiscal Year 2020-2021 proposed budget is presented to the Board commensurate with cost of services budget provided by the City as stipulated in the Agreement.

Overall, revenues have been projected to increase slightly, while expenditures have been projected to stay the same. Projected revenues, which have proven stable over the years, are in excess of expenditures.

Recommendation:

Motion to approve Resolution 19-16 adopting the Fiscal Year 2020-2021 budget.

Respectfully Submitted,

Erik Edholm
Air Pollution Control Officer

RESOLUTION NO. 19-16

A RESOLUTION BY THE BOARD OF DIRECTORS FOR THE LASSEN COUNTY AIR POLLUTION CONTROL DISTRICT ADOPTING THE FISCAL YEAR 20/21 BUDGET.

WHEREAS, the Lassen County Air Pollution Control District is a Local Air Pollution Control District that permits stationary sources of Air Pollution, administers and disperses funds through various State grant programs, and enforces, local, state, and federal rules and regulations, and

WHEREAS, the Lassen County Air Pollution Control District annually adopts a budget for its administrative and operational costs, and

WHEREAS, the Lassen County Air Pollution Control District has considered the proposed budget, as depicted in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board hereby adopts the 2020-2021 Fiscal Year Budget as depicted in Exhibit A:

The foregoing resolution was approved and adopted by the following vote of the Board on June 9, 2020.

AYES:

NOES:

ABSTAIN:

ABSENT:

Kevin Stafford, Chairman
Lassen County Air Pollution Control District

ATTEST:

Erik Edholm
Air Pollution Control Officer

EXHIBIT A

Estimated Revenues Fiscal Year 20/21							
Revenues in Support of Salaries and Benefits / Services and Supplies							
Fund Description	Actual Received 17/18	Actual Received 18/19	Estimated Received 19/20				Proposed Budget 20/21
3111 Real Property Taxes	\$ 13,863	\$ 15,005	\$ 14,507				\$ 13,000
3352 State Other DMV FEES	\$ 81,007	\$ 81,237	\$ 81,000				\$ 80,000
3229 Air Pollution Permits	\$ 66,960	\$ 56,242	\$ 64,823				\$ 65,000
3340 ST of California Air Pollution Subvention	\$ 34,400	\$ 34,400	\$ 34,400				\$ 34,400
3611 Interest Revenue	\$ 2,312	\$ 3,827	\$ 1,710				\$ 1,000
3345 Carl Moyer Admin	\$ 25,000	\$ -	\$ 56,667				\$ 25,000
3353 Woodsmoke Reduction Program Admin	\$ -	\$ -	\$ 23,403				\$ -
3354 Oil and Gas Admin	\$ -	\$ 1,000	\$ 1,000				\$ 1,000
3339 AB 197 Admin	\$ -	\$ -	\$ 18,267				\$ 8,583
3339 Prescribed Burn Admin	\$ -	\$ -	\$ -				\$ 30,753
3338 AB 617 Admin	\$ -	\$ -	\$ -				\$ 29,752
3366 FARMER Admin	\$ -	\$ -	\$ 29,631				\$ 33,617
SUBTOTAL	\$ 223,542	\$ 191,711	\$ 325,407				\$ 322,105

Revenues in Support of Grant Programs			
	19/20 Budget	YTD Actual	Budget
State-Other			
Woodsmoke Reduction Program	\$ 102,111	\$ 102,111	\$ -
FARMER Program	\$ 622,159	\$ 311,906	\$ 306,096
Carl Moyer	\$ 175,000	\$ 382,972	\$ 175,000
			Budget
			\$ 803,202

Exhibit A
 Lassen County Air Pollution Control District
 2020-2021 Budget

	Actual Budget 19/20	Proposed Budget 20/21	Increase / Decrease
Salaries and Benefits	\$ 170,500	\$ 170,500	\$ -
Services and Supplies	\$ 52,000	\$ 52,000	\$ -
Expenditure Subtotal	\$ 222,500	\$ 222,500	\$ -
Carl Moyer	\$ 271,223	\$ 187,911	\$ (83,312)
FARMER Program	\$ 622,159	\$ 406,972	\$ (215,187)
Woodsmoke Reduction Program	\$ 102,111	\$ 10,500	\$ (91,611)
AB 617 Admin	\$ 29,752	\$ 29,752	\$ -
Total	\$ 1,217,993	\$ 827,883	\$ (390,110)