



TAMI RITTER, CHAIR
Supervisor, District #3

ANGEL CALDERON, VICE CHAIR
Councilmember, Gridley

BILL CONNELLY
Supervisor, District #1

PETER DURFEE
Supervisor, District #2

TOD KIMMELSHUE
Supervisor, District #4

DOUG TEETER
Supervisor, District #5

CHUCK NUCHOLS
Vice Mayor, Biggs

ADDISON WINSLOW
Councilmember, Chico

ERIC SMITH
Vice Mayor, Oroville

ROSE TRYON
Vice Mayor, Paradise

STEPHEN ERTLE
Air Pollution Control Officer

PATRICK LUCEY
Assistant Air Pollution Control Officer

Draft Minutes of the Butte County Air Quality Management District Governing Board of Directors Meeting of March 23, 2023

Members Present:

Bill Connelly	Supervisor, District 1
Peter Durfee	Supervisor, District 2
Tami Ritter	Supervisor, District 3
Tod Kimmelshue	Supervisor, District 4
Doug Teeter	Supervisor, District 5
Addison Winslow	Councilmember, Chico
Angel Calderon	Councilmember, Gridley
Eric Smith	Vice Mayor, Oroville
Rose Tryon	Vice Mayor, Town of Paradise

Staff Present:

Stephen Ertle	Air Pollution Control Officer
Aleah Ing	Administrative Service Officer
Kelly Towne	Accounting Technician
Cora Collins	Clerk of the Board

Staff Remote:

Jason Mandly	Senior Air Quality Planner
Sam Nassie	Air Quality Compliance Specialist

Members Absent:

Chuck Nuchols Vice Mayor, Biggs

Others Present:

Carrie Schroder Smith & Newell, Certified Public Accountants

Due to the COVID-19 pandemic, members of the public are encouraged to attend the meeting using Zoom. Public comments were accepted before and during the meeting by emailing ccollins@bcaqmd.org.

1. Call to Order and Roll Call.

Chair Ritter called the meeting to order at 10:00 a.m. at the BCAG Board Room, 326 Huss Drive, Suite 100, Chico, California.

2. Additions and Deletions to the Consent or Regular Agenda.

No additions or deletions.

629 Entler Avenue, Suite 15 ♦ Chico, CA 95928

Agenda Item 3.1

3. Consent Agenda.

- 3.1 Minutes of the January 26, 2023, Meeting of the Board of Directors.
- 3.2 Activity Report on Butte County Air Quality Management District Activities.
- 3.3 Financial Status Report for Fiscal Year 2022-2023.
- 3.4 Status Report on Calendar of Events.
- 3.5 Status Report on Communications.
- 3.6 Consider approval of Board Policy - Alternative Means of Board Member Teleconferencing Under the Brown Act.
- 3.7 Notice of Butte County Association of Governments Transportation Grant Support Letter.

ACTION REQUESTED: Approve Consent Agenda Items.

Board comments: None.

Public comments: None.

A motion was made by Supervisor Durfee and seconded by Supervisor Kimmelshue to approve the Consent Agenda Items.

AYES: Supervisor Connelly, Supervisor Durfee (motion), Supervisor Ritter, Supervisor Kimmelshue (seconded), Supervisor Teeter, Councilmember Winslow, Councilmember Calderon, Vice Mayor Tryon, Vice Mayor Smith.

NOES: None.

ABSTAIN: None.

ABSENT: Vice Mayor Nuchols.

ITEMS FOR ACTION

4. Items removed from the Consent Agenda for Board consideration and actions.

No items removed from the Consent Agenda.

5. Receive Audit Presentation for Fiscal Year 2021-2022 and Approve.

ACTION REQUESTED: Receive and file, Audit Report prepared by Smith & Newell, Certified Public Accountants.

Carrie Schroder, Smith & Newell Certified Public Accountants, presented the Audit Report for Fiscal Year 2021-2022. The District received an unqualified opinion for the 2021-2022 Audit Report, which is the highest opinion to receive. The independent examination of the District's financial statements has not revealed any actual or possible material misstatements, resulting in no findings or recommendations.

The Net Position has decreased over the years, with expenses exceeding revenue, most significantly due to a decrease in restricted grant funds, Intergovernmental (grant) revenue, recognition of implementation funds, contributions to other agencies (grant) expenses, and GASB 68 reporting requirements. The Net Position during the 2021-2022 fiscal year was \$312,136, compared to \$716,844 during the prior year.

Ms. Schroder provided a summary of the Independent Auditors Report – page 1, Statement of Net Position - page 9, Balance Sheet - page 11, Statement of Revenues Expenditures and Changes in Fund Balance - page 13, and Budgetary Comparison Schedule - page 42.

Board discussion:

Supervisor Kimmelshue and Supervisor Ritter asked for clarification on receivables from grants and ERC in the audit process. Clarification was provided.

Public comments: None.

A motion was made by Supervisor Teeter and seconded by Vice Mayor Tryon to receive and file the Audit Report prepared by Smith & Newell, Certified Public Accountants.

AYES: Supervisor Connelly, Supervisor Durfee, Supervisor Ritter, Supervisor Kimmelshue, Supervisor Teeter (motion), Councilmember Winslow, Councilmember Calderon, Vice Mayor Tryon (seconded), Vice Mayor Smith.

NOES: None.

ABSTAIN: None.

ABSENT: Vice Mayor Nuchols.

6. Consider Approving a Contract for Laserfiche Workflow Development by UBEO.

ACTION REQUESTED: Consider Approving a Statement of Work Contract for Laserfiche Workflow Development by UBEO Business Services (formerly Ray Morgan and Company).

Stephen Ertle, Air Pollution Control Officer, requested approval of a Laserfiche Workflow to provide efficiency in implementing the upcoming FARMER Grant projects. The grant process involves significant staff resources, including processing, ranking, awarding, contracting, and tracking grant projects and proceeds. The Laserfiche Workflow would help staff streamline the entire process. Existing surplus FARMER Grant implementation funds are available to cover the cost and have been approved by the State. Once the Laserfiche Workflow is developed it can be used year after year.

Board discussion:

Will it affect the human element? – Laserfiche Workflow will not replace the human element.

What is the financial impact? – No financial impact, Laserfiche Workflow will be paid with available surplus funds.

What is the timeframe from application to board approval of FARMER grant projects? – 3 months to 3 years depending on the availability of equipment and timing of the recipient.

Details on how efficient the service is. – Benefits are operational.

Will the District own the workflow? – No, it is not software, rather a collection of settings within Laserfiche.

Any additional fees? One time cost with no additional fees.

Public comments: None.

A motion was made by Vice Mayor Tryon and seconded by Supervisor Kimmelshue and Councilmember Winslow to approve a Statement of Work Contract for Laserfiche Workflow Development by UBEO Business Services

- AYES: Supervisor Connelly, Supervisor Durfee, Supervisor Ritter, Supervisor Kimmelshue (seconded), Supervisor Teeter, Councilmember Winslow (seconded), Councilmember Calderon, Vice Mayor Tryon (motion), Vice Mayor Smith.
- NOES: None.
- ABSTAIN: None.
- ABSENT: Vice Mayor Nuchols.

7. Receive Annual Air Quality and Check Before You Light (CBYL) Report and Approve.
ACTION REQUESTED: Receive report and approve.

Jason Mandly, Senior Air Quality Planner, presented the Air Quality Summary for 2022 and the District's 2022-2023 Check Before You Light Program season. 2022 was an overall good year.

Ozone – Monitors in Chico and Paradise did not exceed the 2015 federal 8-hour ozone standard. This marks the second time (2019) that no ozone exceedances were documented at either monitoring site since the year 2000.

PM_{2.5} – Fine particulate – smoke. Butte County continues to meet the federal PM_{2.5} standard since 2013 when the U.S. EPA officially recognized that Butte County's monitoring data showed attainment of the standard. In October 2017, the District submitted a PM_{2.5} Redesignation Request and Maintenance Plan to CARB which was approved in November 2017. The Redesignation Request and Maintenance Plan was then submitted to U.S. EPA which was approved effective August 2018. Two (2) exceedances during the summer months were due to smoke from the Mosquito Fire in Eldorado and Placer Counties and there were no exceedances during the winter months.

PM₁₀ – Coarse particulate – dust. Butte County has one (1) monitor located in Chico. There were no exceedances on the Federal level and 11 exceedances on the State level. State standards are more stringent than federal standards.

Two (2) monitoring locations in Paradise – CARB is planning to move the two (2) monitors to a single location in Paradise, possibly to Clark Road & Nunneley Road.

2022-2023 Check Before You Light (CBYL) – There were no advisories issued for the season and no exceedances of the federal 24-hr. PM_{2.5} standard at the Chico, Paradise, or South Chico monitoring locations. This was the second season in a row with these conditions. The District conducted outreach, with the theme "Don't Burn Wet Wood", by including information about wood-burning in the Chico Enterprise-Record and the Chico News and Review and updating a television ad focusing on burning dry and well-seasoned wood with KNVN & KHSL.

Board discussion:

Why are the monitors being moved? CARB pays two (2) people to maintain the two (2) monitors. Consolidate to one (1) location and one (1) person to maintain. The State operates and maintains the monitors and chooses the location of the monitors, not BCAQMD.

Who sets the CBYL season? The Board selected and approved the season and coincides with when wood stoves are in use and weather patterns that can cause stagnation and increased PM concentrations.

Supervisor Kimmelshue and Vice Mayor Tryon mentioned future concerns: Expect more burning, farmers are removing orchards, due to poor economics of walnuts and almonds. Also, PG&E has raised gas rates which might lead to more emissions from increased woodstove use.

Public comments: None.

A motion was made by Supervisor Durfee and seconded by Vice Mayor Tryon to receive and approve the Annual Air Quality and Check Before You Light (CBYL) Report.

AYES: Supervisor Connelly, Supervisor Durfee (Motion), Supervisor Ritter, Supervisor Kimmelshue, Supervisor Teeter, Councilmember Winslow, Councilmember Calderon, Vice Mayor Tryon (seconded), Vice Mayor Smith.

NOES: None.

ABSTAIN: None.

ABSENT: Vice Mayor Nuchols.

8. APCO Report.

ACTION REQUESTED: None. This item is provided for information and discussion.

No report.

13. Other Business. None.

Supervisor Kimmelshue asked when were air quality districts established? Staff replied: 1968. Supervisor Kimmelshue continued, was it the intention of the State of California to help fund these districts? Staff replied: the Health and Safety Code states every county or jurisdiction *shall* have an air district and this law authorizes the County to adopt fees to support it. He concluded, so it's a true unfunded mandate. Staff agreed.

14. Public Comment Period. Any person may address the Board of Directors on any matter within the jurisdiction of the Board that is not on the agenda for this meeting. Any person may address the Board on an agenda item when that time is called. The Chair requests that each person addressing the Board limits their presentation to five (5) minutes.

15. Adjourn to Closed Session. No closed session was held.

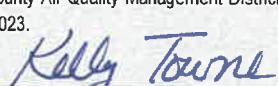
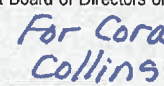
16. Report From Closed Session. None

17. The meeting adjourned at 10:50 a.m. The next Board of Directors Meeting is scheduled for April 27, 2023, at 10:00 a.m. at the Butte County Association of Governments Board Room, 326 Huss Drive, Suite 100, Chico, California.



Stephen Ertle, Air Pollution Control Officer
Butte County Air Quality Management District

I hereby attest that this is a true and correct copy of the action taken by the Butte County Air Quality Management District Board of Directors on March 23, 2023.

ATTEST:  
Cora Collins, Clerk of the Governing Board