



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 ERTL  
*Air Pollution Control Officer*

PATRICK LUCEY  
*Assistant Air Pollution Control Officer*

**REGULAR MEETING NOTICE OF THE  
BUTTE COUNTY AIR QUALITY  
MANAGEMENT DISTRICT GOVERNING BOARD  
August 24, 2023 - 10:00 a.m.**

**Meeting Location:**

**Butte County Association of Governments Board Room  
326 Huss Drive, Suite 100, Chico, California**

**Members of the public are encouraged to attend the meeting in real time using the Zoom information listed below. Please note: To join the video conference, you will need a webcam and computer audio (speakers and microphone). If you do not have either, you may dial 1-669-900-9128 to join by audio only.**

**<https://us02web.zoom.us/j/87111751705?pwd=em1GWGk2cVJZTExqYmwraGw2T1pqdz09>**

**Zoom Meeting ID: 871 1175 1705 Passcode: 298155**

The Governing Board is committed to making its proceedings accessible to all citizens. Individuals with special needs should call the Clerk of the Board at (530) 332-9400, Monday through Friday, 7:30 a.m. to 4:30 p.m. to request disability-related modifications, accommodations or to request materials in alternate formats. All requests for special accommodations and/or alternative format documents must be made 48 hours prior to the meeting. Every reasonable attempt will be made to provide such accommodations.

- |   |              |
|---|--------------|
| <b>1. Call to Order and Roll Call.</b>  | <b>Chair</b> |
| <b>Consider approval of Directors request to participate remotely and utilize Just Cause or Emergency Circumstance per AB 2449.</b> |              |
| <b>2. Additions and Deletions to the Consent Agenda.</b>  | <b>Chair</b> |

**CONSENT AGENDA**

- |  |                      |
|--|----------------------|
| <b>3.1</b> Minutes of the June 22, 2023 Meeting of the Board of Directors.             | <b>Kelly Towne</b>   |
| <b>3.2</b> Activity Report on Butte County Air Quality Management District Activities. | <b>Stephen Ertle</b> |
| <b>3.3</b> Financial Status Report for Fiscal Year 2022-2023.                          | <b>Aleah Ing</b>     |
| <b>3.4</b> Status Report on Calendar of Events.  | <b>Stephen Ertle</b> |
| <b>3.5</b> Status Report on Communications.  | <b>Kelly Towne</b>   |
| <b>3.6</b> Health Disclosure Statement   | <b>Aleah Ing</b>     |

## **REGULAR AGENDA**

### **ITEMS FOR ACTION**

- |   |                                     |
|---|-------------------------------------|
| 4. Items removed from the consent agenda for Board consideration and action - <i>if any</i> | <i>Chair</i>                        |
| 5. Report on CalPERS Retired Annuitant Fee  | <i>Stephen Ertle</i>                |
| 6. Memorandum of Understanding Cost of Living Adjustment                                    | <i>Stephen Ertle</i>                |
| 7. Woodsmoke Reduction Program Workplan Update  | <i>Jason Mandly</i>                 |
| 8. Update on CalPERS Unfunded Accrued Liability Refinancing                                 | <i>Stephen Ertle/<br/>Aleah Ing</i> |

### **ITEMS FOR INFORMATION**

- |  |                      |
|--|----------------------|
| 9. <b>APCO Report.</b> Report from the Air Pollution Control Officer on current areas of potential interest to your Board, including air quality-related activities at the local, State, and federal scenes.   | <i>Stephen Ertle</i> |
| 10. <b>Other Business.</b>   | <i>Chair</i>         |
| 11. <b>Public Comment Period.</b> 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 agendized item when that time is called. The chair requests that each person addressing the Board limits their presentation to five (5) minutes. | <i>Chair</i>         |
| 12.. <b>Adjourn to Closed Session.</b><br>Public employment pursuant to Government Code Section 54957.6<br>Position: Air Pollution Control Officer   | <i>Chair</i>         |
| 13. <b>Report From Closed Session.</b>   | <i>Chair</i>         |

## **ADJOURNMENT**

- |  |              |
|--|--------------|
| 14. <b>The next Board of Directors Meeting is scheduled for September 28, 2023, at 10:00 a.m. at the Butte County Association of Governments Board Room, 326 Huss Drive, Suite 100, Chico, California.</b> | <i>Chair</i> |
|--|--------------|

Questions, comments, and correspondence may be directed to:  
Kelly Towne, Clerk of the Board  
629 Entler Avenue, Suite 15  
Chico, CA 95928  
[ktowne@bcaqmd.org](mailto:ktowne@bcaqmd.org) or 530-332-9400 ext. 109



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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 on June 22, 2023

### Members Present:

Bill Connelly	Supervisor, District 1
Peter Durfee	Supervisor, District 2
Doug Teeter	Supervisor, District 5
Eric Smith	Vice Mayor, Oroville
Chuck Nuchols	Councilmember, Biggs
Addison Winslow	Councilmember, Chico
Angel Calderon	Councilmember, Gridley
Rose Tryon	Vice Mayor, Town of Paradise

### Members Absent:

Tami Ritter	Supervisor, District 3
Tod Kimmelshue	Supervisor, District 4

### Staff Present:

Stephen Ertle	Air Pollution Control Officer
Aleah Ing	Administrative Services Officer
Kelly Towne	Board Clerk

### Staff Remote:

Jason Mandy	Senior Planner
David Campbell	Air Quality Compliance Specialist II
Patrick Lucey	Assistant Air Pollution Control Officer
Ursula Parker	Senior Air Quality Compliance Specialist

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 [ktowne@bcaqmd.org](mailto:ktowne@bcaqmd.org).

### 1. **Call to Order and Roll Call.**

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

## Agenda Item 3.1

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

No additions or deletions.

**3. Consent Agenda.**

- 3.1 Minutes of the May 25, 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 AB 197 Emission Inventory District Grant

**ACTION REQUESTED: Approve Consent Agenda Items.**

Board comments: None

Public comments: None

**A motion was made by Supervisor Durfee and seconded by Vice Mayor Nuchols to approve the Consent Agenda Items.**

AYES: Supervisor Connelly, Supervisor Durfee (Motion), Supervisor Teeter, Vice Mayor Nuchols (Seconded), Councilmember Winslow, Councilmember Calderon, Vice Mayor Tryon, Vice Mayor Smith

NOES: None.

ABSTAIN: None.

ABSENT: Supervisor Kimmelshue and Supervisor Ritter

**ITEMS FOR ACTION**

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

No items removed from the Consent Agenda.

**5. Woodsmoke Reduction Program Approval**

**ACTION REQUESTED: Adopt proposed Resolution 2023-10 authorizing District participation in the State Woodsmoke Reduction Program.**

Jason Mandly, Senior Air Quality Planner, presented the Woodsmoke Reduction Program, the District has received funding for this program this year. The District has run this program multiple times and has had over 550 woodstove change outs over a 10-year period. The program has done a great job reducing particulates in the county. CARB has allocated the District \$221,898 for the program with additional funding coming from the CAP incentives the Board already approved. Jason gave an overview of the particulars of the program focusing on the way the voucher program works to change out older non-EPA certified woodstoves and replace them with newer, certified models. There are two levels of vouchers: \$1,000 and \$5,000, determined by low-income status. There are minor changes to how the program was ran before and those changes come from the state guidelines. Most notably but not limited to, natural

gas devices are now longer eligible as replacement devices, limited selection of non-catalytic devices, pellet stoves are allowed, and there are advanced voucher amounts for heat pump projects with a provision that the recipient could keep the older device in case of a power outage. The District has been working with neighboring Districts to develop the forms that will be used in the program so that neighboring Districts will have a consistent program available to residents. The District is asking for approval in the Resolution for the APCO to be able to authorize any minor changes to the working documents for the program.

Board discussion: None.

Public discussion: None.

**A motion was made by Supervisor Connelly and seconded by Supervisor Teeter to adopt Resolution 2023-10.**

AYES: Supervisor Connelly (motion), Supervisor Durfee, Supervisor Teeter (Seconded), Vice Mayor Nuchols, Councilmember Winslow, Councilmember Calderon, Vice Mayor Tryon, Vice Mayor Smith

NOES: None.

ABSTAIN: None.

ABSENT: Supervisor Kimmelshue and Supervisor Ritter

**6. Current Grant Project Summary Report**

**ACTION REQUESTED: None, this item is provided for information and discussion.**

Jason Mandly, Senior Air Quality Planner presented a brief summary of the District's current grant programs. The report contains the Administrative Grants that help fund some of the District's programs. The District has the Carl Moyer Program, the FARMER program, and the CAP incentives program.

Board Discussion: Vice Mayor Tryon requested an explanation of the eligibility differences between the Carl Moyer program and the FARMER program. Jason explained that FARMER projects are agriculturally based and are either in the field, first point of processing or transportation from the field to the first point of processing. Secondary processing equipment is not eligible. The Carl Moyer program funds any heavy-duty piece of equipment and has a wider range of eligibility. Councilmember inquired about who received the zero-emission school bus in CAP Year 3, which was Chico Unified School District. APCO Ertle clarified that the zero-emission school buses have either green or blue bumpers or they can choose regular bumpers, so they blend in.

Public Comments: None.

**7. The Board is asked to consider Adoption of the Fiscal Year 2023-2024 Budget.**

**ACTION REQUESTED:**

1. Following a Public Hearing on the Fiscal Year 2023-2024 Budget, accept comments and,
2. Amend the Fiscal Year 2022-2023 Budget to the Final Projected Budget and,
3. Adopt implementing Resolution 2023-07 Adopting the Final Fiscal Year 2023-2024 Budget and,
4. Adopt implementing Resolution 2023-08 Authorizing Contracted Legal Services.

Aleah Ing, Administrative Services Officer presented the Fiscal Year 2023-2024 Budget for approval. District staff are proposing a budget of \$4,343,394, with over half of this amount, \$2,219,864, passing through as Grant funds. The

California CPI from April to April was 4.2% and per District Rule 509, the District's hourly rate is adjusted to the California CPI annually per budget amendment and the new rate will be \$101.73. The budget proposes a change in the original proposed budget for FY 23-24 to move funds from the software and subscription account earmarked for programming improvements to the District's Ag Burn tracking software into the professional services account to allow more flexibility. The professional services account does include funds for a class and comp study which was last conducted in 2006 and is recommended by the District's insurance company, to be completed every 5 years as a best practice and for transparency. The study has not been conducted since 2006. After the State finalizes their budget in preparation for the FY 22-23 audit, the District anticipates budget amendments to be brought for approval.

Board discussion: Vice Mayor asked for clarification on the transfer. It was explained that the part of the budget being transferred is for consulting services for the Ag burn software and the category that they are being transferred to does allow for the funds to be used for other types of consulting. Supervisor Connelly wanted to comment that he couldn't believe that the CPI was that low. APCO Ertle stated that is the California CPI from April to April that the District is required to use.

Public comments: None.

**A motion was made by Supervisor Durfee to approve items 1-4 and was seconded by Supervisor Connelly.**

AYES: Supervisor Connelly (Seconded), Supervisor Durfee (Motion), Supervisor Teeter, Vice Mayor Nuchols, Councilmember Winslow, Councilmember Calderon, Vice Mayor Tryon, Vice Mayor Smith

NOES: None.

ABSTAIN: None.

ABSENT: Supervisor Kimmelshue and Supervisor Ritter

## 8. APCO Report

**ACTION REQUESTED: None, this item is provided for information and discussion.**

Stephen Ertle, Air Pollution Control Officer presented his report to the Board on the Federal, State, and local scene. On the Federal scene, CAPCOA reached out to the East Coast on the recent wildfires to offer assistance. Local Districts also provided assistance on how to navigate air quality during a wildfire event. EPA is hosting a webinar on Title V laws and regulations that staff will be attending to help ensure District compliance. We are still awaiting a response from EPA 9 and have not gotten any updates; it will still be 90 days from the response before the program starts so that the District has adequate time to notify all parties. At the State level it is noted that there are possible FARMER funds available and AB617 funding is proposed to be increased. CAPCOA sent an opposition letter for AB985 which would put a sunset date on Emissions Credits and those credits would eventually expire. This bill is specific to the San Joaquin Valley and there are concerns it could move to other areas. New language changes to grants were questioned by CAPCOA and those changes have been addressed. CAPCOA is working with CARB on flyovers that had led to enforcement by CARB without District knowledge. Locally, the District worked in conjunction with Butte County Public Health to release the annual Wildfire Preparedness Press Release to help the residents of Butte County to be prepared. The District held the first merchant training for the Lawn and Garden Program.

Board discussion: Councilmember Calderon questioned why there still is discussion of Asbestos in Butte County. APCO Ertle explained that it is from construction demolition of older buildings, there are requirements for containment so that the particles do not get released into the air. It is a reporting program that the District must administer.

Vice Mayor Tryon asked about the status of the Biomass Conference. APCO stated that the save the date is being completed and believes that the date is the first week in October in Winters.

Public comments: None.

9. **Other Business.** None.
10. **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 agendized item when that time is called. The Chair requests that each person addressing the Board limits their presentation to five (5) minutes.
11. **Adjourn to Closed Session.** Conference with Labor negotiators.
12. **Report From Closed Session.** Labor negotiators have concluded their discussion and will reach out to the Employee's Association by June 30, 2023.
13. **The meeting adjourned at 10:53 a.m. The next Board of Directors Meeting is scheduled for July 27, 2023, at 10:00 a.m. at the Butte County Association of Governments Board Room, 326 Huss Drive, Suite 100, Chico, California.**

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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 June 22, 2023.

ATTEST: \_\_\_\_\_  
Kelly Towne, Clerk of the Governing Board

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*Assistant Air Pollution Control Officer*

Date of Release: August 16, 2023

Board Consideration: August 24, 2023

To: Butte County Air Quality Management District Board of Directors

From: Stephen Ertle, Air Pollution Control Officer

Staff Contact: Stephen Ertle, Air Pollution Control Officer

Re: **Activity Report**

**ISSUE:**

Summary of District activities for calendar years 2021, 2022 and 2023 as of July 31st.

**ACTION REQUESTED:**

Accept and file report.

Attachment:  
2023 Activity Report

## Agenda Item 3.2

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## 2023 Activity Report

Activity	2021	2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD <sup>1</sup>
Permits to Operate Issued/Renewed	788	813	51	66	44	63	151	61	95						531
Authority to Construct Permits Issued	46	50	3	2	1	4	2	3	0						15
Portable Equipment Registrations	22	34	1	2	1	2	3	1	2						12
Engine Registrations Issued/Renewed	30	261	0	0	0	0	0	0	0						0
Inspections Performed by Facility	115	496	40	36	32	23	49	25	30						235
Inspections Performed by Permits	193	658	35	50	40	30	76	42	32						305
Status Change Reports Received	45	3	1	4	0	0	4	17	11						37
Agricultural Burn Days <sup>2</sup>	345	356	31	28	31	30	31	30	30						211
Agricultural No-Burn Days <sup>2</sup>	20	9	0	0	0	0	0	0	1						1
Burn Permits Issued	845	750	62	79	62	82	80	45	26						436
Burn Notifications	4,332	5,152	291	451	191	437	393	429	376						2,568
Rice Fields Reported Harvested	341	375	0	0	0	1	0	0	0						1
Complaints Received	135	134	6	5	4	3	6	11	8						43
Notices of Noncompliance Issued	70	104	4	5	4	17	14	8	3						55
Notices to Comply Issued	13	23	0	0	0	0	1	1	1						3
Public Outreach	524	499	37	30	44	55	28	31	29						254
Environmental Documents Reviewed	2	5	0	1	0	0	0	0	0						1
Public Records Requests	X	64	1	1	3	3	1	4	4						17

<sup>1</sup> YTD = Year-to-date totals

X=2022 First Year Reporting Public Records Requests

<sup>2</sup> Burn Day Status reported below 3000' elevation

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*Assistant Air Pollution Control Officer*

Date of Release: August 16, 2023

Board Consideration: August 24, 2023

To: Butte County Air Quality Management District Board of Directors

From: Stephen Ertle, Air Pollution Control Officer

Staff Contact: Stephen Ertle, Air Pollution Control Officer

Re: **Financial Status Report for Fiscal Year 2023-2024**

**ISSUE:**

Financial Status Report.

**ACTION REQUESTED:**

Accept and file report.

**DISCUSSION:**

The attached financial report summarizes the District's finances during the period of July 1, 2023 to July 31, 2023 and the Balance sheet for the period ending July 31, 2023. The District operated within overall budgeted revenue and expenses.

Attachment:

Fiscal Year 23-24 July Balance Sheet

Fiscal Year 23-24 July Revenue & Expense Report

## Agenda Item 3.3

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**Butte Co. Air Quality Management Dist.**  
**Balance Sheet**  
As of July 31, 2023

**July 31, 23**

**ASSETS**

**Current Assets**

**Checking/Savings**

1002 · Cash on Hand - Change Box	200.00
1003 · Bank of America - General-0648	284,272.97
1004 · Bank of America - Payroll-0649	10,307.23
1007 · B of A Reserve Acct - 1789	329,657.84
1010 · B of A - 0980 (Grant 1)	245,251.84
1011 · Tri Counties - Carl Moyer 2618	1,056,183.17
1012 · Tri Counties - FARMER - 6831	1,561,109.58
1013 · Tri Counties - CAP-6855	1,618,930.37
1017 · Tri Counties - AB 617-6818	46,240.54
1018 · State LAIF Acct	1,235,590.98

<b>Total Checking/Savings</b>	6,387,744.52
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**Accounts Receivable**

1200 · Accounts Receivable	1,001,097.27
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<b>Total Accounts Receivable</b>	1,001,097.27
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**Other Current Assets**

1102 · Due From Other Governments	121,615.05
1500 · Undeposited Funds	4,006.57

<b>Total Other Current Assets</b>	125,621.62
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<b>Total Current Assets</b>	7,514,463.41
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<b>TOTAL ASSETS</b>	<b>7,514,463.41</b>
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**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

2000 · Accounts Payable	14,762.82
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2001 · A/P - Grantees	2,705,531.23
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<b>Total Accounts Payable</b>	2,720,294.05
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**Other Current Liabilities**

2100 · Accrual Payroll & Benefits	
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210004 · HI 125	708.20
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210011 · PERS Survivor Benefits	-0.75
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210013 · MED FLEX	-363.83
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<b>Total 2100 · Accrual Payroll &amp; Benefits</b>	343.62
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**2107 · Unearned Revenue**

210904 · FARMER	391,985.89
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210906 · Carl Moyer	84,983.43
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210910 · Community (CAP)	409,816.22
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210914 · AB 617	46,239.75
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	<b>July 31, 23</b>
Total 2107 · Unearned Revenue	933,025.29
2109 · Unavailable Revenue	283,533.96
<b>Total Other Current Liabilities</b>	<b>1,216,902.87</b>
<b>Total Current Liabilities</b>	<b>3,937,196.92</b>
<b>Total Liabilities</b>	<b>3,937,196.92</b>
<b>Equity</b>	
3100 · Reserves	320,255.00
3200 · Restricted Fund	
3004 · Carl Moyer Program	426,127.32
3005 · Reserved FARMER Prgm	720,883.52
3012 · Community (CAP)	1,687,725.21
<b>Total 3200 · Restricted Fund</b>	<b>2,834,736.05</b>
3900 · Retained Earnings	337,634.97
Net Income	84,640.47
<b>Total Equity</b>	<b>3,577,266.49</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>7,514,463.41</b>

**\*Note: Changes may occur due to year end journals and audit adjustments related to FY 2022-23.**



**Butte Co. Air Quality Management Dist.**  
**Profit & Loss Budget vs. Actual**  
 July 2023 -8.33% of the Year

Accrual Basis

	Jul '23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>421 · License and Permits</b>				
4213010 · Ag Burn Permits	8,191.99	100,000.00	-91,808.01	8.19%
4213013 · Ag Engine Registration Program	0.00	11,350.00	-11,350.00	0.0%
4213020 · Title V Permits	0.00	4,500.00	-4,500.00	0.0%
4213030 · Operating Permits	71,223.85	477,000.00	-405,776.15	14.93%
4213035 · Portable Engine Registration	915.57	48,000.00	-47,084.43	1.91%
4213038 · Asbestos Program	0.00	5,000.00	-5,000.00	0.0%
4213040 · Auth to Construct	3,489.98	29,000.00	-25,510.02	12.03%
4213060 · Misc. Other Permits	0.00	600.00	-600.00	0.0%
<b>Total 421 · License and Permits</b>	<b>83,821.39</b>	<b>675,450.00</b>	<b>-591,628.61</b>	<b>12.41%</b>
<b>430 · Fines, Forfeitures &amp; Penalties</b>				
4300001 · Civil Settlements	11,942.40	30,000.00	-18,057.60	39.81%
<b>Total 430 · Fines, Forfeitures &amp; Penalties</b>	<b>11,942.40</b>	<b>30,000.00</b>	<b>-18,057.60</b>	<b>39.81%</b>
<b>441 · Interest Income</b>	<b>9,801.88</b>	<b>2,000.00</b>	<b>7,801.88</b>	<b>490.09%</b>
<b>451 · Intergovernmental</b>				
<b>45000 · Governmental Funds</b>				
4500001 · State Subvention	0.00	65,300.00	-65,300.00	0.0%
4511001 · DMV Surcharge	61,502.65	740,000.00	-678,497.35	8.31%
<b>Total 45000 · Governmental Funds</b>	<b>61,502.65</b>	<b>805,300.00</b>	<b>-743,797.35</b>	<b>7.64%</b>
<b>45105 · Direct Grant Funds</b>				
4510500 · AB 2588 Hot Spots Fee	0.00	134.00	-134.00	0.0%
4510501 · 105 Pilot Project Grant Funding	0.00	61,012.00	-61,012.00	0.0%
4510502 · AB 197 Funding	0.00	8,583.00	-8,583.00	0.0%
4510503 · AB 617 Funding	0.00	94,627.54	-94,627.54	0.0%
4510504 · Prescribed Fire Grant	0.00	0.00	0.00	0.0%
4510505 · GHG Oil & Gas Funding	0.00	6,000.00	-6,000.00	0.0%
<b>Total 45105 · Direct Grant Funds</b>	<b>0.00</b>	<b>170,356.54</b>	<b>-170,356.54</b>	<b>0.0%</b>
<b>45109 · Pass Through Grants</b>				
4510904 · FARMER Funding	612,237.50	612,237.50	0.00	100.0%
4510906 · Carl Moyer Grant	0.00	375,257.66	-375,257.66	0.0%
4510909 · Woodsmoke Grant	221,798.00	205,000.00	16,798.00	108.19%
4510915 · Community Air Program (CAP)	0.00	992,368.82	-992,368.82	0.0%
<b>Total 45109 · Pass Through Grants</b>	<b>834,035.50</b>	<b>2,184,863.98</b>	<b>-1,350,828.48</b>	<b>38.17%</b>
<b>Total 451 · Intergovernmental</b>	<b>895,538.15</b>	<b>3,160,520.52</b>	<b>-2,264,982.37</b>	<b>28.34%</b>
<b>471 · Miscellaneous Revenue</b>				
4712523 · Other Misc. Revenue	5,854.99	23,995.00	-18,140.01	24.4%
4712550 · Implementation Funds	0.00	998,682.39	-998,682.39	0.0%
<b>Total 471 · Miscellaneous Revenue</b>	<b>5,854.99</b>	<b>1,022,677.39</b>	<b>-1,016,822.40</b>	<b>0.57%</b>
<b>Total Income</b>	<b>1,006,958.81</b>	<b>4,890,647.91</b>	<b>-3,883,689.10</b>	<b>20.59%</b>
<b>Gross Profit</b>	<b>1,006,958.81</b>	<b>4,890,647.91</b>	<b>-3,883,689.10</b>	<b>20.59%</b>
<b>Expense</b>				
<b>511 · Payroll Expenses</b>				
511001 · Salaries & Wages	65,005.92	975,994.80	-910,988.88	6.66%
512000 · Extra Help	1,653.76	16,000.00	-14,346.24	10.34%
514000 · Overtime	0.00	4,000.00	-4,000.00	0.0%
<b>518 · Employee Benefits</b>				
518008 · Health Care	32,663.48	220,262.52	-187,599.04	14.83%
518009 · Cafeteria	2,466.04	28,597.32	-26,131.28	8.62%
518010 · Other Employee Benefits	5,316.39	27,716.43	-22,400.04	19.18%
518700 · Retirement Pension	10,622.92	160,237.53	-149,614.61	6.63%
518800 · Contrib to Pension Liability	122,440.00	155,627.85	-33,187.85	78.68%
518900 · Retiree's OPEB	5,702.16	54,136.20	-48,434.04	10.53%
518901 · Contrib to OPEB Liability	0.00	35,630.00	-35,630.00	0.0%
<b>Total 518 · Employee Benefits</b>	<b>179,210.99</b>	<b>682,207.85</b>	<b>-502,996.86</b>	<b>26.27%</b>
<b>Total 511 · Payroll Expenses</b>	<b>245,870.67</b>	<b>1,678,202.65</b>	<b>-1,432,331.98</b>	<b>14.65%</b>
<b>520 · Materials &amp; Supplies</b>				
521104 · Postage	0.00	3,722.42	-3,722.42	0.0%
522201 · Office Supplies	457.46	9,785.00	-9,327.54	4.68%

	Jul '23	Budget	\$ Over Budget	% of Budget
523001 · Telecommunications	1,211.93	16,480.00	-15,268.07	7.35%
524544 · Utilities - Elec/Gas/Wtr/Grbge	697.64	9,341.60	-8,643.96	7.47%
525545 · Auto Fuel Costs/ Road Expense	161.89	6,695.00	-6,533.11	2.42%
<b>Total 520 · Materials &amp; Supplies</b>	<b>2,528.92</b>	<b>46,024.02</b>	<b>-43,495.10</b>	<b>5.5%</b>
<b>530 · Servies &amp; Other Operating</b>				
531201 · Household Janitorial	0.00	5,871.00	-5,871.00	0.0%
532527 · Insurance -Liability & Vehicle	14,735.77	17,410.09	-2,674.32	84.64%
533533 · Memberships, Dues & Subscript..	1,019.00	6,500.33	-5,481.33	15.68%
534537 · Public & Legal Notices	0.00	4,017.00	-4,017.00	0.0%
535540 · Public Outreach	67.13	17,149.50	-17,082.37	0.39%
536101 · Training	425.00	14,707.00	-14,282.00	2.89%
537202 · Travel & Conference Expenses	1,450.26	33,950.00	-32,499.74	4.27%
<b>Total 530 · Servies &amp; Other Operating</b>	<b>17,697.16</b>	<b>99,604.92</b>	<b>-81,907.76</b>	<b>17.77%</b>
<b>540 · Rents Lease, Repair, NonCapital</b>				
541538 · Property Rents & Leases	0.00	300.00	-300.00	0.0%
542539 · Equipment Rents & Leases	0.00	792.20	-792.20	0.0%
543103 · Office Furniture & Equip	0.00	16,789.00	-16,789.00	0.0%
543203 · Computer Equipment	0.00	12,875.00	-12,875.00	0.0%
543204 · Computer Software-Subscriptions	7,222.13	20,599.75	-13,377.62	35.06%
543541 · Air Monitoring Equipment & Main	0.00	5,907.05	-5,907.05	0.0%
544001 · Vehicles Maintenance	15.98	5,495.05	-5,479.07	0.29%
544042 · IT Maintenance	1,633.29	32,117.00	-30,483.71	5.09%
544103 · Building Maintenance	475.00	15,225.25	-14,750.25	3.12%
<b>Total 540 · Rents Lease, Repair, NonCapital</b>	<b>9,346.40</b>	<b>110,100.30</b>	<b>-100,753.90</b>	<b>8.49%</b>
<b>550 · Professional/Consulting Service</b>				
551137 · AB2588 Hot Spots Fee	0.00	134.00	-134.00	0.0%
551536 · Professional Services	592.60	94,883.60	-94,291.00	0.63%
551547 · Legal Services	0.00	19,055.00	-19,055.00	0.0%
555580 · Contingencies	0.00	20,000.00	-20,000.00	0.0%
<b>Total 550 · Professional/Consulting Service</b>	<b>592.60</b>	<b>134,072.60</b>	<b>-133,480.00</b>	<b>0.44%</b>
<b>560 · Grants</b>				
560006 · Carl Moyer Grant	-562.07	375,257.66	-375,819.73	-0.15%
560007 · Community Air (CAP)	103,911.30	992,368.82	-888,457.52	10.47%
560009 · WoodSmoke Grant	0.00	205,000.00	-205,000.00	0.0%
560020 · Special Clean Air Grants	0.00	35,000.00	-35,000.00	0.0%
560021 · FARMER	508,837.55	612,237.50	-103,399.95	83.11%
<b>Total 560 · Grants</b>	<b>612,186.78</b>	<b>2,219,863.98</b>	<b>-1,607,677.20</b>	<b>27.58%</b>
<b>565 · Debt Service</b>				
565087 · GASB 87 Lease Principal	8,814.13	53,035.00	-44,220.87	16.62%
565987 · GASB 87 Lease Interest & Other	485.87	2,521.00	-2,035.13	19.27%
<b>Total 565 · Debt Service</b>	<b>9,300.00</b>	<b>55,556.00</b>	<b>-46,256.00</b>	<b>16.74%</b>
<b>570 · Capital Outlay</b>				
571105 · Buildings & Improvements	0.00	0.00	0.00	0.0%
573105 · Vehicles -Fixed Asset Inventory	0.00	0.00	0.00	0.0%
<b>Total 570 · Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>897,522.53</b>	<b>4,343,424.47</b>	<b>-3,445,901.94</b>	<b>20.66%</b>
<b>Net Ordinary Income</b>	<b>109,436.28</b>	<b>547,223.44</b>	<b>-437,787.16</b>	<b>20.0%</b>
<b>Net Income</b>	<b>109,436.28</b>	<b>547,223.44</b>	<b>-437,787.16</b>	<b>20.0%</b>

The FY 23-24 Budget was adopted 6/22/2023



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Councilmember, Gridley

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Supervisor, District #1

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Supervisor, District #2

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Supervisor, District #4

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Councilmember, Chico

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Vice Mayor, Oroville

ROSE TRYON  
Vice Mayor, Paradise

STEPHEN ERTLE  
Air Pollution Control Officer

PATRICK LUCEY  
Assistant Air Pollution Control Officer

Date of Release: August 16, 2023  
Board Consideration: August 24, 2023

To: Butte County Air Quality Management District Board of Directors  
From: Stephen Ertle, Air Pollution Control Officer  
Staff Contact: Stephen Ertle, Air Pollution Control Officer  
Re: **Calendar of Events**

DATE	EVENT	LOCATION
September 4	District Office Closes – Labor Day	Chico
September 13	CAPCOA Grants & Mobile Source and Public Outreach	Zoom
September 14	CAPCOA Planning Managers	Zoom
September 20	Technical Advisory Committee (TAC)	Colusa
September 28	CAPCOA Monitoring Committee	TBD
<b>September 28</b>	<b>Butte County AQMD Board Meeting</b>	<b>Chico</b>
October 4	Fire Safe Council Meeting	Paradise
October 5-6	Agricultural Biomass Summit	Winters
October 6	Sacramento Valley Basinwide Control Council Meeting (BCC)	Winters
October 11	CAPCOA Grants & Mobile Source and Public Outreach	Zoom
October 12	CAPCOA Planning Managers	Zoom
October 18	Technical Advisory Committee (TAC)	Shasta
October 11-13	CAPCOA HR/Fiscal Meetings	TBD
<b>October 26</b>	<b>Butte County AQMD Board Meeting</b>	<b>Chico</b>
November 1	Air District Hearing Board Training	Sacramento
November 1-2	CDAWG Conference	Temecula
November 6-8	Board Secretary/Clerk Conference	Monterey
November 10	District Office Closed in Observance of Veterans' Day	Chico
November 22	Technical Advisory Committee (TAC)	Auburn
November 23-24	District Office Closed – Thanksgiving Holiday	Chico

# Agenda Item 3.4

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*Assistant Air Pollution Control Officer*

Date of Release: August 16, 2023

Board Consideration: August 24, 2023

To: Butte County Air Quality Management District Board of Directors

From: Stephen Ertle, Air Pollution Control Officer

Staff Contact: Stephen Ertle, Air Pollution Control Officer

Re: Status Report on Communications

**ISSUE:**

No communications report this month.

**ACTION REQUESTED:**

None. For information only.

Attachment:

## Agenda Item 3.5

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TAMI RITTER, CHAIR  
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Date of Release: August 16, 2023

Board Consideration: August 24, 2023

To: Butte County Air Quality Management District Board of Directors

From: Stephen Ertle, Air Pollution Control Officer

Staff Contact: Aleah Ing, Administrative Services Officer

Re: **Health Care Disclosure Statements**

**ISSUE:**

Health Care Provider Compensation Disclosure Statements, Health & Safety Code 1367.08 (AB 2589).

**ACTION REQUESTED:**

Accept and file.

**DISCUSSION:**

Health and Safety Code Section 1367.08 requires that a health care service plan shall annually disclose to the governing board of a public agency that is the subscriber of a group contract, the name and address of, and amount paid to, any agent, broker, or individual to whom the plan paid fees or commissions related to the public agency's group contract. As part of this disclosure, the health care service plan shall include the name, address, and amounts paid to the specific agents, brokers, or individuals involved in transactions with the public agency. The compensation disclosure required by this section is in addition to any other compensation disclosure requirements that exist under law.

Please see attached Compensation Disclosure Statements for specific information.

Attachments:

2023-05-16 UNUM Compensation Disclosure Statement 2023

2023-08-02 Delta Dental Compensation Disclosure Report for 2022

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Annual Broker Compensation Disclosure Statement

May 16, 2023

Policyholder/Employer Name: BUTTE COUNTY AIR QUALITY MANAGEMENT DISTRICT
Policy/ID Number: 000000537360

Your insurance or benefits advisor can offer you advice and guidance as you select the policy and provider most appropriate for your needs. At Unum we recognize the important role these professionals play in the sale of our products and services and offer them a variety of compensation programs.

Brokers may be eligible to receive Base Commissions as well as Supplemental Commissions from Unum.

Unless you have agreed in writing to compensate the broker differently, Unum provides Base Commissions to all brokers in connection with the sale of an insurance policy. Base Commissions are a fixed percentage of the policy premium, and may include a one time, first year, flat amount for each policy sold.

A broker may also qualify for Supplemental Commissions paid by Unum. For group insurance products, Supplemental Commissions may be paid as a fixed percentage of total eligible group insurance premiums. The Supplemental Commission rate depends on the total dollar amount of all eligible premiums or number of group policies that the broker had in force with Unum in the prior calendar year.

Your broker may also be eligible to receive Supplemental Commissions on other insurance products, which may be calculated differently. The premium you pay is not impacted by whether or not your broker receives Supplemental Commissions.

For the calendar year 2023, the broker(s) named below is scheduled to receive the following compensation, as a percentage of total eligible group premiums, including any group insurance premiums paid by you in connection with the above referenced policy. The information provided below is accurate as of the date of this statement.

Table with 4 columns: Broker Name, Base Commission, Supplemental Commission (New Sales, Renewal'). Rows include LINDO HANNA & ABBOTT INSURANCE AGENCY INC and Interwest Insurance Services Inc.

If you would like additional information about the range of compensation programs our company offers for your group insurance policy or any other Unum insurance product or if you want to speak to us directly about broker compensation, please call 1-800-ASK-UNUM (1-800-275-8686).

Unum is providing this notice on behalf of the following insuring companies: Unum Life Insurance Company of America, Unum Insurance Company, First Unum Life Insurance Company, Provident Life and Accident Insurance Company, Provident Life and Casualty Insurance Company, The Paul Revere Life Insurance Company and Starmount Life Insurance Company.

The applicable Supplemental Commission Renewal percentage(s) could be less than what is shown, based on eligible Group premium and products.

Unum is a registered trademark and marketing brand of Unum Group and its insuring subsidiaries.



RECEIVED

deltadentalins.com

AUG 2 2023

July 31, 2023

Butte County AQMD

Butte County Air Quality Mgmt Dist
Aleah Ing
629 Entler Ave Ste 15
Chico CA 95928

Re: Compensation Disclosure Statement

Dear Aleah Ing:

Delta Dental recognizes the important role health coverage brokers or consultants play in advising public agency groups about appropriate health plan options.

In compliance with California Health & Safety Code § 1367.08 (AB 2589), Delta Dental is committed to disclosing to each Governing Board of applicable public agencies information about fees and compensation paid to a broker and/or a General Agent relative to any public agency contract with Delta Dental. The applicable definition (California Government Code § 6500) of a public agency is:

Public agency includes, but is not limited to, the federal government or any federal department or agency, this state or any state department or agency, a county, county board of education, county superintendent of schools, city, public corporation, public district, regional transportation commission of this state or another state, or any joint powers authority formed pursuant to this article by any of these agencies.

The Compensation Disclosure information attached lists the compensation Delta Dental paid during the 2022 plan year to a broker and/or a General Agent in relation to your public agency group dental plan.

Delta Dental of California
Headquarters:
560 Mission Street
Suite 1300
San Francisco, CA 94105
Telephone: 415-972-8300

Southern California
Sales:
17871 Park Plaza Drive
Suite 200
Cerritos, CA 90703
Telephone: 562-403-4040

Commercial Programs
Claims Processing/
Customer Service:
P.O. Box 997330
Sacramento, CA 95899-7330

Offices in:
Cerritos,
Rancho Cordova,
San Diego and
San Francisco



Compensation Disclosure Statement

Public Agency Name: Butte County Air Quality Mgmt Dist  
Group Number: 07917-07735

Broker Name: Damien Alexander  
Address: 2321 G Street Sacramento CA 95816  
Email:  
Calendar Year 2022 Total Compensation Paid: \$1373.24

General Agency Name: Benefitmall  
Address: 4851 LBJ FWY #1100 Dallas TX. 75244  
Email: adela.garcia@benefitmall.com  
Calendar Year 2022 Total Compensation Paid: \$549.30

If you have any questions regarding Delta Dental's compliance with this law, please contact me at (415) 974-8524.

Thank you for doing business with Delta Dental.

Sincerely,

Rose O'Sullivan  
Small Business Sales Manager  
Delta Dental of California

Delta Dental of California  
Headquarters:  
560 Mission Street  
Suite 1300  
San Francisco, CA 94105  
Telephone: 415-972-8300

Southern California  
Sales:  
17871 Park Plaza Drive  
Suite 200  
Cerritos, CA 90703  
Telephone: 562-403-4040

Commercial Programs  
Claims Processing/  
Customer Service:  
P.O. Box 997330  
Sacramento, CA 95899-7330

Offices in:  
Cerritos,  
Rancho Cordova,  
San Diego and  
San Francisco

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*Assistant Air Pollution Control Officer*

Date of Release: August 16, 2023

Board Consideration: August 24, 2023

To: Butte County Air Quality Management District Board of Directors

From: Stephen Ertle, Air Pollution Control Officer

Staff Contact: Stephen Ertle, Air Pollution Control Officer

Re: **Report on CalPERS Retired Annuitant Fee**

**ISSUE:**

The District accrued a penalty fee when it failed to meet certain CalPERS requirements for a temporary employee who is a CalPERS Retired Annuitant.

**ACTION REQUESTED:**

Accept report on penalty fee and direct staff on updates to the District Administrative Code to assure this does not happen in the future.

**DISCUSSION:**

District staff attended CalPERS training that highlighted that the requirements for employing CalPERS Retired Annuitants remain in effect even when hired through a staffing agency. The District consulted with CalPERS to identify the applicable requirements for the temporary employee, and it was determined that certain enrollment and reporting requirements applied. The required enrollment and reporting were commenced immediately however the failure to complete this enrollment within 30 days of hire and to provide earnings reporting for each pay period within 30 days accrued a penalty for each event. The total of the penalties accrued was \$1,600.00.

Staff would like direction from the Board on what changes should be made to the District Administrative Code (Code) during the annual review period later this year to prevent this from occurring in the future. The Code can be amended to prohibit the employment of CalPERS Retired Annuitants, or a section can be added that includes CalPERS Retired Annuitants requirements for employment to assure compliance with any future hires. A survey of other CalPERS member agencies indicated that both approaches are common.

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Date of Release: August 16, 2023

Board Consideration: August 24, 2023

To: Butte County Air Quality Management District Board of Directors

From: Stephen Ertle, Air Pollution Control Officer

Staff Contact: Stephen Ertle, Air Pollution Control Officer

Re: **Memorandum of Understanding Cost of Living Allowance**

**ISSUE:**

The 2021-2024 Memorandum of Understanding with the District employees approved with Resolution 2023-13 included an annual meet and confer for cost-of-living allowance in each year of the agreement.

**ACTION REQUESTED:**

Adopt Resolution 2023-13 approving the updated Appendix C, Bi-Weekly Schedule, of the MOU effective October 1, 2023.

**DISCUSSION:**

The Board is asked to adopt Resolution 2023-13 approving the updated Bi-Weekly Schedule, Appendix C of the MOU. The 2021-2024 Memorandum of Understanding with our employees approved with Resolution 2023-13 included an annual meet and confer for cost-of-living allowance, which was approved by the Board in closed session and accepted by the Employee Association. This new schedule includes a 4.2% salary increase effective October 1, 2023.

Attachments:

Resolution 2023-13

2023-10-01 MOU Appendix C, Bi-Weekly Schedule

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**Memorandum of Understanding - October 1, 2021**

Appendix C

Butte County Air Quality Management District

Bi-Weekly Salary Schedule

**10/1/2023 (4.2%)**

Salary Range #	Bi-Weekly Salary Steps					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	1358	1425	1496	1570	1648	1814
2	1391	1459	1532	1608	1687	1857
3	1425	1496	1570	1648	1731	1904
4	1459	1532	1608	1687	1772	1949
5	1498	1571	1649	1732	1804	1997
6	1532	1608	1687	1770	1859	2046
7	1573	1651	1735	1821	1913	2102
8	1614	1697	1782	1872	1965	2163
9	1651	1735	1821	1913	2008	2210
10	1692	1780	1869	1963	2059	2267
11	1735	1821	1913	2008	2110	2331
12	1780	1869	1963	2059	2164	2378
13	1821	1913	2008	2110	2215	2436
14	1867	1962	2058	2163	2271	2498
15	1914	2011	2113	2216	2329	2561
16	1962	2058	2163	2271	2387	2622
17	2008	2110	2215	2328	2443	2688
18	2059	2164	2272	2388	2507	2759
19	2110	2215	2328	2443	2567	2824
20	2165	2273	2389	2510	2636	2897
21	2215	2328	2443	2561	2698	2967
22	2272	2388	2507	2635	2767	3044
23	2328	2443	2567	2698	2833	3114
24	2389	2510	2636	2768	2906	3196
25	2443	2567	2698	2833	2973	3271
26	2507	2635	2767	2905	3050	3357
27	2567	2698	2833	2973	3122	3436
28	2635	2768	2909	3055	3204	3527
29	2699	2834	2974	3124	3281	3609
30	2765	2904	3049	3199	3362	3700
31	2833	2973	3122	3279	3443	3787
32	2905	3054	3203	3363	3532	3886
33	2974	3124	3281	3444	3618	3980
34	3050	3200	3362	3531	3707	4079
35	3122	3279	3443	3615	3794	4175
36	3200	3362	3531	3707	3895	4284
37	3279	3443	3615	3794	3986	4385
38	3362	3530	3707	3894	4089	4499
39	3443	3615	3794	3986	4186	4605
40	3530	3707	3894	4089	4294	4722
41	3618	3798	3987	4187	4397	4839
42	3707	3894	4089	4294	4508	4958
43	3794	3986	4186	4396	4619	5079
44	3893	4088	4290	4505	4731	5202
45	3986	4186	4396	4619	4850	5333
46	4089	4294	4508	4733	4972	5468
47	4186	4396	4619	4850	5092	5600
48	4291	4506	4732	4971	5221	5743
49	4396	4619	4850	5092	5347	5882
50	4506	4732	4971	5221	5482	6032
51	4619	4850	5092	5347	5616	6174
52	4732	4971	5221	5482	5757	6333
53	4850	5092	5347	5616	5896	6488
54	4971	5221	5482	5757	6045	6647
55	5092	5347	5616	5896	6191	6811

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**RESOLUTION 2023-13  
BEFORE THE BOARD OF DIRECTORS OF  
BUTTE COUNTY AIR QUALITY MANAGEMENT DISTRICT  
STATE OF CALIFORNIA  
APPROVE AMENDMENTS TO APPENDIX C OF THE  
MEMORANDUM OF UNDERSTANDING  
WITH THE BUTTE COUNTY AIR QUALITY MANAGEMENT DISTRICT  
EMPLOYEES' ASSOCIATION**

Resolution 2023-13..... )  
Approval of the Amendment to Appendix C of the MOU ... )  
Implementing a 4.2% cost of living salary increase..... )

WHEREAS, the Board of Directors have met with District Negotiators to consider negotiations on salary according to Section 14.02 of the current Memorandum of Understanding (MOU) with the District Employees' Association;

AND WHEREAS, agreements have been reached by both sides regarding a 4.2% cost of living salary increase for the Employees;

AND WHEREAS, on August 24, 2023, the Butte County Air Quality Management District (District) Board of Directors met in regular session;

THEREFORE, BE IT RESOLVED, that the District Board of Directors hereby approves the amendments to Appendix C of the Memorandum of Understanding to include the 4.2% cost of living salary increase effective October 1, 2023, with the amended Append C being attached and part of this resolution of approval;

THEREFORE, BE IT FURTHER RESOLVED, that the Board of Directors authorizes the Chair to execute this amendment.

On Motion of Councilmember, Seconded by Councilmember, the foregoing resolution is hereby PASSED AND ADOPTED by the Air Quality Management District Board of Directors on this 24 day of August 2023 by the following:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
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 August 24, 2023.

ATTEST: \_\_\_\_\_  
Kelly Towne, Clerk of the Governing Board

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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*

Date of Release: August 16, 2023

Board Consideration: August 24, 2023

To: Butte County Air Quality Management District Board of Directors

From: Stephen Ertle, Air Pollution Control Officer

Staff Contact: Jason Mandly, Senior Air Quality Planner

Re: **Woodsmoke Reduction Program Workplan Update**

**ISSUE:**

District staff are proposing updates to Woodsmoke Reduction Program Workplan

**ACTION REQUESTED:**

Approve proposed updates to the Woodsmoke Reduction Program Workplan through Resolution 2023-12.

**DISCUSSION:**

The Governing Board approved participation in the Woodsmoke Reduction Program using awarded FY2021-2022 funds at the June 2023 meeting. The District maintains a Workplan outlining how the District will implement the Program locally. The Woodsmoke Reduction Program forms were developed in collaboration with neighboring air districts to create a regionally consistent program.

The proposed updates to the Woodsmoke Reduction Program Workplan remain similar to the draft updates brought to the Board in June 2023. The most significant updates include the following:

- District staff propose changing the Standard Voucher amount from \$1,000 to \$2,500 for new wood-burning, pellet, and electric stove devices. This voucher would be available to all residents in Butte County with an existing stove that is eligible for replacement. This voucher amount is consistent with updated State Guidelines and the consensus with neighboring air districts.
- Updates to Attachment 8 – Retailer Agreement to align the agreement with the Lawn and Garden Program Merchant Agreement and to update the contact information of participating air districts.
- Addition of Attached 10 – Retention of Existing Wood-Burning Device Certification. This Certification allows the resident to retain the existing wood-burning device if replaced with an electric heat-pump. Resident is certifying that the wood-burning device would only be used in the case of a power outage.

Attachments:

Resolution 2023-12 Approval of District Workplan Woodsmoke Reduction Program Year 3 (FY2021-2022)

Proposed Amended Woodsmoke Reduction Program Workplan (Underline-Strikeout)

# California Climate Investments Woodsmoke Reduction Program



## Butte County Air Quality Management District Program Workplan – Year 33

~~May 2023~~ May August 2023

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## Introduction

The Woodsmoke Reduction Program (Program) is part of California Climate Investments, a statewide program that puts cap-and-trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment—particularly in disadvantaged communities. Statute establishes investment minimums for disadvantaged and low-income communities and low-income households. The Program is designed to help households replace an uncertified wood stove or insert used as a primary source of heat with a cleaner burning and more efficient device. The California Air Resources Board (CARB) developed Program Guidelines for the implementation of the Program ([https://ww2.arb.ca.gov/sites/default/files/2023-02/2021\\_2022\\_wrp\\_final\\_guidelines.pdf](https://ww2.arb.ca.gov/sites/default/files/2023-02/2021_2022_wrp_final_guidelines.pdf)). The Program will be administered by CARB in coordination with local air quality management districts and the California Air Pollution Control Officers Association (CAPCOA). The Butte County Air Quality Management District (District) will administer Program projects located in Butte County. This work plan and attached documents outline how the District will administer the Program locally in order to meet the goals and requirements of the Woodsmoke Reduction Program Guidelines and associated agreements with CARB.

### I. Program Goals and Objectives

The Program furthers the goals of Health and Safety Code Division 25.5 and reduces GHG emissions by offering incentives toward the replacement of existing uncertified residential wood burning devices used for space heating with cleaner devices. To be eligible for the Program, a homeowner or renter (Applicant) must use an uncertified wood stove, ~~or wood insert, or open fireplace~~ as a primary heat source. The incentive amount will depend on where the property is located and the Applicant's household income, with some households qualifying for full replacement cost. The Program will track households in disadvantaged<sup>1</sup> or low-income<sup>2</sup> communities and low-income<sup>3</sup> households and has the goal to distribute 75 percent of total funding to these populations. Applicants who can demonstrate low-income eligibility based on household income will qualify for higher incentives.

The existing uncertified wood stove, wood insert, or fireplace must be replaced with an electric heat pump, electric stove heater, certified pellet stove, or wood stove approved for this Program. ~~certified wood stove, pellet stove, natural gas stove, propane stove, electric stove, or ductless mini split heat pump.~~ The Program will achieve GHG emission reductions from the increased efficiency and reduced emissions of the newly installed devices. ~~United States Environmental Protection Agency (U.S. EPA) certified wood stoves burn more cleanly~~

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<sup>1</sup> Disadvantaged community census tracts are those identified by CalEPA using CalEnviroScreen 42.0. ~~Maps~~ A map of disadvantaged communities is available at <https://webmaps.arb.ca.gov/PriorityPopulations/>. ~~http://www.calepa.ca.gov/EnvJustice/GHGInvest/~~

<sup>2</sup> For the purpose of this program, low-income communities are census tracts with a median household income at or below 80 percent of the statewide median household income or with a median household income at or below the threshold designated as low-income by CA Department of Housing and Community Development's (HCD) State Income Limits adopted pursuant to the Health and Safety Code Section 50093. A final map of low-income communities is ~~under development and is currently available in draft form at~~ available at <https://webmaps.arb.ca.gov/PriorityPopulations/>. ~~https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/lowincomemapfull.htm~~

<sup>3</sup> For the purposes of this program, low-income households are those with household incomes at or below 80 percent of the statewide median household income or with household incomes at or below the threshold designated as low-income by the CA Department of Housing and Community Development's list of state income limits adopted pursuant to Section 50093. Districts will be responsible for verifying household income eligibility.



and efficiently, thereby reducing greenhouse gas and particulate matter emissions. Co-benefits include reduced criteria and toxic emissions along with reduced fire risk.

The replacement device must be installed by a professional, appropriately licensed stove installer (Installer) and meet local fire and building codes. To ensure that the reductions in emissions are permanent, any stove removed through this program must be rendered permanently inoperable and recycled. -If the replacement device is a ductless mini-split an electric heat pump, the household may be allowed to retain the old wood burning device to serve as emergency heat in case of a power outage. The Program will include outreach and educational components to both inform residents about the benefits of switching to cleaner burning home heating devices and train them on the proper operation and maintenance to maximize the device efficiency and minimize pollutant emissions.

## II. Project Eligibility and Performance Standards

This Program provides incentives for one replacement per household. Households that previously received Program incentives are not eligible. –The replacement device must be a primary source of heat in the house. The Program is available to both homeowners and renters. In the case of rental properties, formal approval from the property owner will be required as part of the approval process. Retroactive rebates are not available under this program, so Applicants who remove the old device or purchase a new replacement device prior to being approved for this Program will be disqualified. Except for heat pump projects, ~~t~~The old, uncertified device must be rendered permanently inoperable and recycled before payment can be issued to the Installer.

### Existing Wood Stove

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To be eligible for the Program, the Applicant must rely on an existing stove, insert, or fireplace that is uncertified, operational, and used as a primary source of heat in the residence. In order to determine if the existing stove qualifies for the program, the Applicant may do the following:

- Determine when the stove was installed. Stoves installed prior to July 1, 1988 do not comply with the particulate emission standards and therefore qualify for this Program.
- Check the stove model against the U.S. EPA list of current and historically certified wood stoves found on the [List of EPA Certified Wood Stoves](#).<sup>4</sup>
- Check the back of the stove for a certification label. Stoves which do not have any label describing particulate matter emission standards qualify for this Program. Wood stoves certified by the U.S. EPA to comply with the particulate emission standards are not eligible for this Program. These stoves will have a label permanently affixed to them stating that the stove is certified to comply with 1988, 1990, 2015, or 2020 standards.

The Applicant will certify the eligibility of their current wood stove on the Voucher Application Form. The application will be reviewed by the District to determine if preliminary qualification requirements have been met. The stove's eligibility will be verified by the Installer during an in-home estimate.

### Replacement Device

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<sup>4</sup> <https://www.epa.gov/compliance/epa-certified-wood-heater-database> <https://www.epa.gov/compliance/list-epa-certified-wood-stoves>

The uncertified wood stove, ~~or~~ wood insert, or fireplace must be replaced by a cleaner-burning and more efficient device. Applicants may select one of the following replacement options:

- ~~U.S. EPA certified wood or pellet stove / insert. Prior to May 15, 2020, new EPA certified wood and pellet stoves / inserts must meet Step 1 or Step 2 standards with a 2.0 grams per hour emission rate. After May 15, 2020, new EPA certified wood and pellet stoves / inserts must meet Step 2 standards with a 2.0 grams per hour emission rate. Select non-catalytic wood stove / insert (see below)~~
- Catalytic wood stove / insert;
- ~~Natural gas home heating device~~Hybrid wood stove / insert;
- Pellet stove / insert;~~Propane gas home heating device;~~
- ~~Electric home heating device,~~stove heater, or;
- ~~Ductless mini-split~~Electric heat pump.

Any pellet, catalytic, or hybrid wood stove meeting the current New Source Performance Standards (NSPS) for New Residential Wood Heaters is an eligible replacement device. CARB has only approved select non-catalytic wood stoves and inserts due to nationwide issues with emission testing procedures. Eligible non-catalytic stoves will be updated in Table 1 of the State Program Guidelines.

The replacement device must be installed by a professional, appropriately licensed Installer participating in this Program. The installation must adhere to all applicable local and State building codes. A list of participating Installers will be established by each participating District. Self-installation of heating devices will not be allowed under this Program. Any building permits or other required approvals shall be obtained per local, ~~or State,~~ or Tribal ordinances and shall be the responsibility of the Installer or the Applicant. The Applicant will also agree to receive training on proper wood storage and wood burning practices (if applicable) and device operation and maintenance.

Installers interested in participating in this program must agree to the terms and conditions of this Program by signing an agreement with the District. Only Installers who have a signed agreement with the District will be eligible to participate in the Program.

### III. Voucher Amounts

#### Enhanced Incentive Vouchers

Applicants that are eligible for Enhanced Vouchers will receive a voucher that will cover all eligible project costs up to a maximum of **\$5,000 for new pellet and, wood-burning, and electric stove devices or \$10,000 for new electric heat pump installations.** Designer upgrades and work not necessary for the safe operation of the new device will not be considered. Eligible project costs include the cost of the new device including sales tax, installation including any parts, materials, permits, or labor required for the safe and legal installation of the device and disposal of the old stove or insert. All eligible costs must be supported by appropriate documentation. The Installer will be required to provide a base estimate for the installation of a basic model that will be safe, clean-burning, and efficient. Upgrades above the base estimate will be paid by the Applicant. Districts will pay the Retailer the approved incentive amount. Any additional balance due will be paid by the Applicant.

Applicants are eligible for the Enhanced Voucher if the wood-burning device is in a census tract within Butte County designated as a Low Income Community or Disadvantaged Community. ~~Low income communities~~ Priority populations are identified on the following map: <https://webmaps.arb.ca.gov/PriorityPopulations>.  
<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/lowincomemapfull.htm>.

Applicants may also demonstrate their income eligibility by submitting proof of participation in one of the following low-income assistance programs:

- U.S. Department of Agriculture Women, Infants and Children (WIC) Program;
- U.S. Department of Health and Human Services Low Income Energy Assistance Program (LIHEAP);
- California Alternate Rates for Energy (CARE) Program with any utility company;

Applicants with household incomes between 60 and 80 percent of MHI do not typically qualify for the programs listed above. Therefore, to qualify for the Low Income Qualified Voucher, the Applicant will have to demonstrate their income eligibility directly to the District. This could be accomplished by presenting pay stubs, tax returns, or income statements for each person living in the residence and, if qualifying using the HCD low-income limits, reporting the number of people in the household. Currently under MHI, any household with income not exceeding ~~\$53,735~~ \$67,277 is considered low-income. The HCD low-income limits vary depending on the county and household size. See footnotes on page 2.

## Standard Incentive Vouchers

Applicants not eligible for the Enhanced Voucher will be eligible for a Standard Incentive Voucher valued at \$1,000 ~~\$2,500 for new pellet, and wood-burning, and electric stove devices or \$5,000 for new electric heat pump installations.~~ \$1,000. The voucher may be used towards eligible project costs.

## IV. Recordkeeping and Reporting

CAPCOA and the Districts will be responsible for reporting and recordkeeping. All reports must be consistent with the quantification methodologies<sup>5</sup> and reporting guidance<sup>6</sup> developed by CARB and the requirements established in these Program Guidelines. Some reported project information will be publicly available on the CARB website, including the amount of funding that is being spent on projects that benefit disadvantaged communities, low-income communities, and low-income households.

In order to document and calculate reductions in GHG, black carbon, and criteria pollutants emissions, and document other co-benefits and benefits to disadvantaged communities, low-income communities and low-income households, Districts will be responsible for collecting, maintaining, and reporting to CAPCOA and/or CARB the following information for each replacement device:

- Tracking number for each device;
- Location of replaced device;

<sup>5</sup> Available at [www.arb.ca.gov/cci-quantification](http://www.arb.ca.gov/cci-quantification)

<sup>6</sup> Available at [www.arb.ca.gov/cci-fundingguidelines](http://www.arb.ca.gov/cci-fundingguidelines).

- Incentive amount and, if applicable, verification that Applicant qualifies for an Enhanced Incentive based on the location of the property in a disadvantaged or low-income census tract or Applicant’s household income;
- Criteria the project meets for benefiting a disadvantaged community, low-income community, or low-income household and description of how the project meets a community need;
- Type of wood stove-burning device being replaced;
- Replacement device type and model;
- Quantity of wood burned annually before replacement;
- Replacement device emission rates and efficiency (if available);
- Installation date;
- Verification of destruction of uncertified stove (including recycling if available locally) or where applicable, verification of rendering fireplace and chimney permanently inoperable unless replacement device is an electric heat pump and the recipient keeps the uncertified stove to use only in case of electricity loss;
- Verification that the resident was trained on following best practices in wood storage, wood burning for residential space heating, and device maintenance requirements of a new device;
- GGRF dollars spent;
- Information on jobs and training opportunities created and whether employees are residents of disadvantaged or low-income communities or low-income households.

The District will periodically report to either CARB or CAPCOA, depending on direction from CARB. Project data are reported during each semi-annual reporting cycle. The reporting cycles cover December 1 through May 31 and June 1 through November 30. The reports are due to CARB on June 1 and December 1. Districts shall submit an initial Project report called Awarded Report upon entering into a Project agreement with CARB. At this stage, Districts must submit data with Project details and expected benefits. This report is submitted once during the first reporting cycle after signing the Agreement in a format agreed upon between the CARB Program Liaison and the District. The District shall submit Implementation Reports each reporting cycle. The Implementation Reports shall be provided in a format agreed upon between the CARB Program Liaison and the District and will contain information on each change-out completed during the reporting cycle. When the Project is complete, the Grantee shall submit a Project Closeout Report. The Project Closeout Report shall be provided in a format agreed upon between the CARB Program Liaison and the District. This report shall be submitted upon completion of the Project at the next reporting cycle.

Following receipt of funds, Districts will submit quarterly fiscal accounting reports (Fiscal Report) to CAPCOA detailing expenditure of funds by Grantee, including interest accrued on any Project funds received. The Fiscal Reports shall be provided in a format agreed upon between the CARB Program Liaison and the District and needs to include an itemized invoice of all expenditures incurred during the quarter.

The table below includes important reporting milestones.

Task	Milestone Description
1	Execute Grant Agreement ( <b>by April-June 30<del>1</del>, 2023<del>0</del></b> )
2	Receive funds ( <b>by June 30, 2023<del>0</del></b> )
3	Submit “Awarded” Reports to CARB ( <b>by December<del>June</del> 1, 2023<del>0</del></b> )
4	Begin installations
5	Submit “Implemented” Reports ( <b>semi-annually</b> )

4	Submit "Fiscal" Reports ( <b>quarterly</b> )
5	Complete installations ( <b>by June 30, 2025</b> )
6	Submit "Closeout" report ( <b>by December 1, 2025</b> )
7	Submit "Project Outcome" Reports as requested by CARB

## V. Workflow

The following workflow will be used to expend funds in a timely manner and to track information required by CARB and CAPCOA:

1. Prior to Program implementation, the District will train Participating Retailers and sign the Retailer Agreement. The District will also ~~conduct outreach to notify unawarded applicants about the Program. Applicants that submitted an unfunded eligible application during the FY 2017-18 (Year 1) round of funding will receive priority in the order that they applied. If the pool of existing applications is depleted, the District will~~ conduct outreach to the public to announce a new application period.
2. ~~Existing applicants and new applicants will need to~~Eligible applicants will complete a new Voucher Application Form.
3. District Staff will review the application for completeness. If the Applicant supplies personal financial information or information about enrollment with other low-income assistance programs to qualify for an Enhanced Voucher, District Staff will review the documents to verify eligibility and return those documents to the Applicant. The District will not retain sensitive financial information regarding the Applicant. If such records are delivered to the District, District Staff will destroy or return sensitive financial information immediately after review for eligibility.
4. Vouchers will be issued in the order that applications were originally received, with an expiration date of four (4) weeks from issuance.
5. Vouchers will be accepted by Participating Retailers at the time of sale and applied as a discount. Retailers will notify the District of a sale once the customer has signed a contract or entered into a binding purchase agreement.
6. Installation must be completed by a licensed contractor with a valid building permit within 90 days of purchase. The retailer / installer will complete the Voucher Tracking Form to track progress. When the old device is delivered to the recycler, the Recycler Certification Form will be completed.
7. Retailers will provide training to the applicant to ensure the new device is properly operated and maintained to maximize energy efficiency and achieve the lowest possible emission rates. The Acknowledgement of Training Form will be used to document the training requirement.
8. Retailers will be reimbursed by the District once the installation is complete, the replaced device is properly dismantled and recycled, and required documents are submitted to the District.
9. The District will submit the required documentation and reports to CAPCOA and retain all necessary Program information.

## VI. Attachments

1. Voucher Application Checklist Cover Letter
2. Voucher Application Form
3. Voucher
4. Retailer Checklist Cover Letter
5. Voucher Tracking Form
6. Recycler Certification Form
7. Owner / Tenant Agreement for Rental Properties
8. Retailer Agreement
9. Acknowledgement of Training Form
- 9.10. Retention of Existing Wood-Burning Device Certification

# Attachment 1

## Voucher Application Checklist Cover Letter

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# Woodsmoke Reduction Program VOUCHER APPLICATION PACKET



## Woodsmoke Reduction Program Voucher Application Packet

Staff contact: Jason Mandly, 332-9400 ext. 108  
[jmandly@bcagmd.org](mailto:jmandly@bcagmd.org)

Applications will be accepted beginning \_\_\_\_\_

### IMPORTANT CHECKLIST

You must provide the following in order for your application to be accepted:

- Photograph of your old wood-burning device – the one being replaced (currently installed in the home and operational). If installing an insert into an open-hearth fireplace, also include a photo of wood storage area.
- Complete all entries on application
- Sign application
- Return application to the District

To qualify for an Enhanced Voucher, choose one (backup documentation required):

- Project is located in a Low Income or Disadvantaged Community<sup>1</sup>
- Applicant participates in a Low Income program (WIC, CARE, LIHEAP)
- Low Income Household (household income below ~~\$\$67,277~~ 53,735 or below California Dept. of Housing and Community Development low-income limits). Documentation with pay stubs, tax returns or an income statement from the employer of every person in the household is required. Once eligibility is established, the Air District will either return your income documentation or destroy it.

Additional form required if the wood-burning device is located within a rental home:

<sup>1</sup> <https://webmaps.arb.ca.gov/PriorityPopulations>  
<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/lowincomemapfull.htm>

Owner / Tenant Agreement

# Attachment 2

## Voucher Application Form

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# WOODSMOKE REDUCTION PROGRAM VOUCHER APPLICATION FORM



## HOW THE VOUCHER PROGRAM WORKS

1. The Air Quality Management Districts and Air Pollution Control Districts (District) of Butte, Colusa, Glenn, Nevada, Plumas, Shasta, Sierra, Sutter, Tehama, and Yuba counties are offering vouchers to replace non-EPA certified wood stoves, fireplace inserts, or open-hearth fireplaces **used as a primary source of heat** with new, cleaner burning devices. The new device may be an EPA certified [catalytic wood, hybrid, or pellet stove](#), ~~insert, a natural gas or propane heating device~~, an electric [heating device stove heater](#), or an ~~electric ductless mini-split~~ heat pump. [Select non-catalytic wood stoves are also eligible.](#)

Applications for rebate vouchers will be accepted until project dollars are depleted. **Please include a photo of the currently installed older stove, fireplace insert, or fireplace.** The completed applications must be signed by the homeowner (and tenant if applicable) and submitted to the District of the county in which the device is located.

2. The Standard Voucher is valued at ~~\$1,000~~ [\\$2,500 for new pellet, wood-burning, and electric stove devices or \\$5,000 for new electric heat pump installations.](#) ~~\$1,000~~. Please be aware that the Standard Voucher amount **will not** cover the entire cost of the new EPA certified device, installation, required permits and any code upgrades that may be required.
3. The Enhanced Voucher is valued at up to [\\$5,000 for new pellet, wood-burning, and electric stove devices or \\$10,000 for new electric heat pump installations.](#) ~~\$5,000~~. Applicants are eligible for an Enhanced Voucher if the project is in a [Low Income or Disadvantaged Community](#)<sup>1</sup> or if the applicant participates in a Low Income program (WIC, CARE, LIHEAP), or if the household income is below ~~\$67,277~~ [\\$53,735](#). The applicant must bring supporting documents for District review when submitting the application.
4. The program is available to both homeowners and tenants. In the case of rental properties, formal approval from the property owner will be required as part of the application.
5. The applicant may redeem the voucher from Participating Retailers only. The voucher must be redeemed within four (4) weeks from the date of issuance. The voucher expiration date may be extended at the discretion of the District. Standard Vouchers will be applied as an instant rebate off the total price of the stove. The applicant will schedule an in-home estimate with a Participating Retailer. The Retailer will verify the stove's eligibility and present an estimate to the Applicant. **No retroactive rebates are allowed.**
6. New devices must be safe, basic model professionally installed by a licensed installer in accordance with local fire and building codes. A building permit must be obtained prior to installation of the new device if required by the town, city, or county building department. No do-it-yourself installations are allowed under this program. Installations must occur within ninety (90) days of voucher redemption. The installation expiration date may be extended at the discretion of the District.
7. Older stoves that were replaced through the program must be permanently removed from service and surrendered to the participating retailer, who will render them inoperable and coordinate their disposal and recycling. The participating retailer will take a photo of the older stove prior to removing it and upon its destruction, and will also take a photo of the replacement stove after it is installed. [If the replacement device is an electric heat pump, the household may be allowed to retain the old wood burning device to serve as emergency heat only in case of a power outage.](#)
8. Participating retailers and/or their licensed installers will provide training on proper wood storage and wood burning practices (if applicable) and device operation and maintenance.

<sup>1</sup> <https://webmaps.arb.ca.gov/PriorityPopulations> <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/lowincomemapfull.htm>

9. ~~This voucher program was is supported by the California Climate Investments (CCI) Program.~~ This voucher program is subject to state requirements and agreements with the California Air Resources Board (CARB).

**HOW TO APPLY**



All sections of the Voucher Application Form (pages 3 and 4) must be completed. A copy should be retained by the Applicant for their records. The voucher program is not responsible for materials lost by mail. Please review the program terms prior to signing below. Submit your completed application with attachments by email, mail, or hand delivery to the Air District for the county in which the home with the device is located.

County	Air District	Mailing Address	City, ZIP	Email
Butte	Butte County AQMD	629 Entler Avenue #15	Chico, 95928	<a href="mailto:jmandly@bcaqmd.org">jmandly@bcaqmd.org</a> <a href="mailto:jmandly@bcaqmd.org">jmandly@bcaqmd.org</a>
Colusa	Colusa County APCD	100 Sunrise Blvd. #F	Colusa, 95932	<a href="mailto:eryan@countyofcolusa.com">eryan@countyofcolusa.com</a> <a href="http://countyofcolusa.com">countyofcolusa.com</a>
Glenn	Glenn County APCD	720 N Colusa Street	Willows, 95988	<a href="mailto:pcha@countyofglenn.com">pcha@countyofglenn.com</a> <a href="mailto:asmith@countyofglenn.net">asmith@countyofglenn.net</a>
Nevada	Northern Sierra AQMD	200 Litton Drive #320	Grass Valley, 95945	<a href="mailto:tashac@myairdistrict.com">tashac@myairdistrict.com</a> <a href="mailto:saml@myairdistrict.com">saml@myairdistrict.com</a>
<u>Placer</u>	<u>Placer County APCD</u>			
Plumas	Northern Sierra AQMD	200 Litton Drive #320	Grass Valley, 95945	<a href="mailto:tashac@myairdistrict.com">tashac@myairdistrict.com</a> <a href="mailto:saml@myairdistrict.com">saml@myairdistrict.com</a>
Shasta	Shasta County AQMD	1855 Placer Street Suite 101	Redding, 96001	<a href="mailto:airquality@co.shasta.ca.us">airquality@co.shasta.ca.us</a> <a href="http://co.shasta.ca.us">co.shasta.ca.us</a>
Sierra	Northern Sierra AQMD	200 Litton Drive #320	Grass Valley, 95945	<a href="mailto:tashac@myairdistrict.com">tashac@myairdistrict.com</a> <a href="mailto:saml@myairdistrict.com">saml@myairdistrict.com</a>

<a href="#">Solano (part)</a>	<a href="#">Yolo-Solano AQMD</a>			
Sutter	Feather River AQMD	541 Washington Avenue	Yuba City, 95991	<a href="mailto:fracmd@fracmd.org">fracmd@fracmd.org</a> <a href="mailto:fracmd@fracmd.org">fracmd@fracmd.org</a>
Tehama	Tehama County	1834 Walnut Street	Red Bluff, 96080	<a href="mailto:lmann@tehcoapcd.net">lmann@tehcoapcd.net</a> <a href="mailto:lmann@tehcoapcd.net">lmann@tehcoapcd.net</a> <a href="mailto:tahelfrick@tehcoapcd.net">tahelfrick@tehcoapcd.net</a>
<a href="#">Yolo</a>	<a href="#">Yolo-Solano AQMD</a>			
Yuba	Feather River AQMD	541 Washington Avenue	Yuba City, 95991	<a href="mailto:pangelonides@fracmd.org">pangelonides@fracmd.org</a> <a href="mailto:fracmd@fracmd.org">fracmd@fracmd.org</a> <a href="mailto:fracmd@fracmd.org">fracmd@fracmd.org</a>

Personal information given to the district is done so voluntarily and will only be used to verify or validate eligibility for the Woodsmoke Reduction Program. Documents containing personal information to demonstrate low-income eligibility should either be hand delivered or mailed to the Air District. After eligibility has been determined, such documentation will be returned or destroyed. The District cannot guarantee the security of personal information transmitted by e-mail, fax or delivered through a third party.



[Community Air Protection incentives, and by extension, the Woodsmoke Reduction Program, is part of California Climate Investments, a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment – particularly in disadvantaged communities.](#)

**VOUCHER APPLICATION FORM**

**Applicant Information:**

Name \_\_\_\_\_

Physical Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Residence       Long-term Rental       Other \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email (if available): \_\_\_\_\_

**Existing Wood Burning Device:**

Make/Model: \_\_\_\_\_ Year Manufactured/Age: \_\_\_\_\_

I have included a photograph of my old device to be replaced

My old device is a (check one):  
 Non-certified freestanding woodstove  
 Non-certified woodstove insert  
 Open hearth fireplace (please include photo of wood-storage area)

New device to be installed (check one):  
 EPA certified\* wood-burning stove / insert  
 EPA certified\* pellet stove / insert  
 ~~Natural gas~~Electric stove heater       ~~Propane~~

~~Electric~~Electric heat pump  
 ~~Ductless mini-split heat pump~~

\*Prior to May 15, 2020, new EPA certified wood and pellet stoves / inserts must meet Step 1 or Step 2 standards with a 2.0 grams per hour emission rate. After May 15, 2020, new EPA certified wood and pellet stoves / inserts must meet Step 2 standards with a 2.0 grams per hour emission rate. Only a limited number of non-catalytic woodstoves are available. Participating Retailers will assist with offering compliant devices.

**Incentive Level:**

- Standard Incentive: ~~\$12,0500~~ for new pellet, wood-burning, and electric stove devices or ~~\$5,000~~ for new electric heat pump installations. ~~\$1,000~~
- Enhanced Incentive: up to ~~\$5,000~~ for new pellet, wood-burning, and electric stove devices or ~~\$10,000~~ for new electric heat pump installations ~~\$5,000~~ (indicate qualification below – backup documentation required)
  - Located in a Low Income or Disadvantaged Community (see link to map on page 1)
  - Proof of participation in a federal or state income assistance program (WIC, CARE, LIHEAP)
  - Household income less than ~~\$67,27753,735~~ annually

District Use Only

Application #: \_\_\_\_\_ Low Income Status Verified By: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Verified by District Staff: \_\_\_\_\_ Date: \_\_\_\_\_  
Low Income Documentation Was: \_\_\_\_\_ Returned \_\_\_\_\_ Destroyed \_\_\_\_\_



**Additional Information:**

1. In a typical heating season, how many cords of wood do you typically burn? \_\_\_\_\_
2. Is your current device used as a primary source of heat (>50% winter use)?  Yes  No

**VOUCHER APPLICATION FORM (continued)**

**APPLICANT CERTIFICATION:**

I certify the following:

- a. I understand that only a currently installed and operating non-EPA certified wood burning devices used as a primary source of heat is eligible to be replaced under this program.
- b. I understand that participants are limited to receiving one (1) rebate voucher per address.
- c. I understand that applications are processed in the order they are received. Rebates will be distributed on a first-come, first-served basis. Funding is limited; rebates are not guaranteed. The voucher will only be valid for four (4) weeks from the date of its issuance. No retroactive rebates are available. Voucher expiration date may be extended at the discretion of the District.
- ~~d. I understand that applications may only be accepted for devices located in Butte, Colusa, Glenn, Nevada, Plumas, Shasta, Sierra, Sutter, Tehama, and Yuba counties of California.~~
- ~~e.d.~~ I understand that if I qualify, I will receive a voucher and a current list of Participating Retailers who will honor the voucher if it is submitted by the expiration date written on the voucher.
- ~~f.e.~~ The participating retailer who installs the new device is responsible for properly dismantling and disposing of the old device.
- ~~g.f.~~ If I choose to replace a device with funds from this program, I will make a commitment to purchase a device from a Participating Retailer within the four (4) week period and authorize the retailer to forward to the District a notification of the purchase agreement, with verification that my existing wood burning device is not EPA-certified.
- ~~h.g.~~ I understand that devices purchased with funds from this program will be professionally installed by a licensed installer and that there may be additional costs for installation including a permit from my community for installation. Installations must comply with all local fire and building codes. The installation must be coordinated and certified by the Participating Retailer and must be completed within ninety (90) days of redeeming the voucher. Installation expiration date may be extended at the discretion of the District.
- ~~i.h.~~ I understand that I am responsible to pay the retailer for the purchase price of my new device, less the voucher amount. I also understand that I am responsible for paying for any upgrades beyond a safe, basic model.
- ~~j.i.~~ I understand that I will forfeit my voucher if I provide the District with false information or fail to obtain any required permit or if the required information is not submitted to the District prior to the expiration date listed on the voucher.
- ~~k.j.~~ The District does not warranty any devices purchased under this voucher program, including, but not limited to, the quality or functionality of the device.
- ~~l.k.~~ I understand that proper wood burning practices (e.g., burning only dry, seasoned wood) and proper stove installation and operation (e.g., maintaining a hot fire) are critical to the effectiveness of my new device. I further agree to receive training on proper wood storage and wood burning practices (if applicable) and device operation and maintenance from the Participating Retailer or installer.
- ~~m.l.~~ I understand that the District and the State of California may inspect all work and associated records with 30-day advanced notice.
- ~~n.m.~~ \_\_\_\_\_ Applications will be treated in accordance with Public Records Act requirements. Certain information, subject to those requirements, may be publicly disclosed.

**Applicant Name (Print):** \_\_\_\_\_

- Owner       Tenant  
 Owner of Rental Property

**Applicant/Owner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Attachment 3

## Voucher

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# Butte County Air Quality Management District Woodsmoke Reduction Program Voucher



Voucher Type:  Standard Voucher ~~(\$1,000)~~       Enhanced Voucher ~~(up to \$5,000)~~

For District Use Only			
Voucher #		Date Issued	
Amount		Expiration Date*	

Customer Name & Address

Customer Signature \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
Date

\*Voucher must be **redeemed** within four (4) weeks of date of issue.

To be Completed by the retailer and returned to the Butte County AQMD

Retailer Name:	Phone Number:
Customer Name:	Phone Number:
Customer Address:	
City, State, Zip:	
Date of Sale:	
<b>Retailer Signature:</b>	<b>Date:</b>
Existing Device Information (Make, Model, Serial Number, and type such as uncertified wood stove or insert)	
Manufacture Date of Device Replaced (year)	

For District Use Only

## Voucher Disclaimer

- ~~The Standard Voucher is valued at \$24,5000 for new pellet, wood-burning, and electric stove devices or \$5,000 for new electric heat pump installations to cover eligible project costs.~~
- ~~The Enhanced Voucher is valued at up to \$5,000 for new pellet, wood-burning, and electric stove devices or \$10,000 for new electric heat pump installations to cover eligible project costs. The value of the Standard Voucher is \$1,000 or up to \$5,000 for the Enhanced Voucher to cover eligible project costs.~~
- Eligible project costs include the cost of the new device including sales tax, installation including any parts, materials, permits or labor required for the safe and legal installation of the device and disposal of the old stove or insert. The new device is expected to be a **basic model** that will be safe, clean-burning, and efficient.
- This Voucher is valid for the following:
  - Replacement of a non-certified wood stove/insert or open hearth fireplace used as a primary source of heat with an EPA certified wood or pellet stove / insert, ~~natural gas or propane stove / insert~~, electric stove / insert, or ~~ductless mini-split~~electric heat pump. ~~Prior to May 15, 2020, new EPA certified wood and pellet stoves / inserts must meet Step 1 or Step 2 standards with a 2.0 grams per hour emission rate. After May 15, 2020, n~~New EPA certified wood and pellet stoves / inserts must meet Step 2 standards with a 2.0 grams per hour emission rate. Only a limited number of non-catalytic woodstoves are available. Participating Retailers will assist with offering compliant devices.
- The primary residence or long-term rental home must be located within Butte County.
- ~~If the replacement device is an electric heat pump, the household may be allowed to retain the old wood burning device to serve as emergency heat only in case of a power outage. A certification form will be required. In the case of electric heat pump installations, the existing wood-burning device can be retained for use only during a power outage event. A certification form will be required to be completed to allow this option.~~
- This Voucher cannot be redeemed by the applicant for cash. It only can be used in conjunction with the purchase of a new qualified device from a Participating Retailer. A Voucher given to a non-participating retailer shall not be accepted and the Voucher amount will not be honored by Butte County.
- The Voucher is not valid until signed by the customer.
- This Voucher must be given to the Participating Retailer at the time of purchase of the new appliance. If you do not provide the original voucher to the Participating Retailer at the time of purchase, the Participating Retailer will not be obligated to give you the discount at the time of purchase or at a later time.
- Funding for the Voucher is first come, first served. The voucher will only be valid for four weeks from date of issuance.
- The device must be installed by a licensed Installer, **not** the Home Owner.
- This Voucher will be forfeited if false information is provided to the District or if the required information is not submitted to the Butte County Air Quality Management District prior to the expiration date listed on the Voucher.
- This voucher program is supported by the California Climate Investments (CCI) Program.

Attachment 4  
Retailer Checklist Cover Letter

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# Woodsmoke Reduction Program RETAILER PACKET



Staff contact: Jason Mandly, 332-9400 ext. 108  
[jmandly@bcaqmd.org](mailto:jmandly@bcaqmd.org)

## IMPORTANT CHECKLIST

You must provide the following in order to receive reimbursement:

- Signed Original Voucher
- Voucher Tracking Form
- Recycler Certification Form
- Acknowledgement of Training Form
- Pre and Post Installation Photos
- Copy of In-home Estimate
- Copy of Final Invoice
- Building Permit & Proof of Final Permit Inspection
- Retention of Existing Wood-Burning Device Certification (heat pump projects only)

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# Attachment 5

## Voucher Tracking Form

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# WOODSMOKE REDUCTION PROGRAM VOUCHER TRACKING FORM



This form is to be completed by the Participating Retailers and sent to:  
Jason Mandly, Senior Air Quality Planner  
Butte County AQMD  
629 Entler Avenue, Suite 15  
Chico, CA 95928

Date: \_\_\_\_\_ Voucher #: \_\_\_\_\_ Building Permit #: \_\_\_\_\_

Customer's Name: \_\_\_\_\_ HUD Permit?  Yes  No

## New Device

Manufacturer: \_\_\_\_\_ Emissions Rate (g/h): \_\_\_\_\_

Model: \_\_\_\_\_ Heating Efficiency (%): \_\_\_\_\_

New Stove Type:  Wood (catalytic)  Wood (non-catalytic\*)  Pellet  
 ~~Natural Gas~~ Electric Stove  ~~Propane~~  ~~Electric~~ Electric Heat Pump  
 ~~Ductless mini-split heat pump~~

\*Non-catalytic stove must be allowed in Table 1 of the State Program Guidelines.

Retailer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Installation

Name of Licensed Installer: \_\_\_\_\_ License #: \_\_\_\_\_

Date Work Completed: \_\_\_\_\_ License Class: \_\_\_\_\_

## Old Non-EPA Certified Wood Stove

Manufacturer: \_\_\_\_\_

Model: \_\_\_\_\_

Year Manufactured / Approximate Age (years): \_\_\_\_\_

Please initial the following statement:

I certify that the old device was **not** EPA-certified. \_\_\_\_\_ Yes

I certify that the old device was in working condition prior to replacement. \_\_\_\_\_ Yes

I certify that the installed device was new and EPA-certified (if wood). \_\_\_\_\_ Yes

I certify that the applicant received training on proper wood storage and wood burning practices (if applicable) and device operation and maintenance. \_\_\_\_\_ Yes

**Recycling (for Replacement Projects):**

Residence where stove was removed from:

Customer: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person delivering old stove to recycler: \_\_\_\_\_

Please initial the following statements as proof of completion:

I certify that the old wood stove has been removed from the residence. \_\_\_\_\_ Yes \_\_\_\_\_

N/A

I certify that the old wood stove's doors have been removed and hinges destroyed prior to the stove's release to a recycling facility: \_\_\_\_\_ Yes \_\_\_\_\_ N/A

I certify that the old wood stove has been released to a recycling facility and that the stove is to be destroyed (recycler to sign Recycler Certification Form): \_\_\_\_\_ Yes \_\_\_\_\_ N/A

\*\*\*\*\*

I certify that the information contained on this tracking form is accurate and the form is completely filled out. I am a Participating Retailer and agree that I must meet the program requirements in order to receive reimbursement from the Butte County Air Quality Management District, in Chico, California. This form must be submitted with **ALL** sections completed along with the completed voucher, a copy of the in-home estimate and final invoice, recycler certification form, acknowledgement of training form, building permit with proof of final inspection, and photograph of stove **prior** to removing it **AND** of newly installed hearth appliance in order to receive reimbursement.

Name of Participating Retailer Representative: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

To [assureensure](#) quick processing, please make sure you send all items listed.

**Checklist:**

- Voucher signed and enclosed
- Pre and post installation photos
- Copy of in-home estimate
- Copy of final invoice
- Recycler Certification Form
- Acknowledgement of Training Form

Mail or drop off original documents to:  
Jason Mandly, Senior Air Quality Planner  
Butte County Air Quality Management District  
629 Entler Avenue, Suite 15  
Chico, CA 95928

- Your signature (on this form)
- Building Permit w/ Proof of Final Inspection
- [Retention of Existing Wood-Burning Device Certification \(heat pump projects only\)](#)

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Attachment 6  
Recycler Certification Form

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**WOODSMOKE REDUCTION PROGRAM  
RECYCLER CERTIFICATION FORM**



**Voucher Number:** \_\_\_\_\_

**Name of Homeowner:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

.....  
**For Completion by Recycler:**

Date: \_\_\_\_\_

Make and Model # of Stove delivered for recycling:

\_\_\_\_\_  
I certify that this stove was delivered to:

\_\_\_\_\_  
Name of Recycler

and will be destroyed, rendered usable only as scrap and recycled.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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# Attachment 7

## Owner / Tenant Agreement for Rental Properties

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# WOODSMOKE REDUCTION PROGRAM OWNER/TENANT AGREEMENT



**Parties:** This Owner/Tenant Agreement (Agreement) is for services between

Current Tenant: \_\_\_\_\_

and the

Owner: \_\_\_\_\_

concerning the real property located at

\_\_\_\_\_

Address

City

State

Zip Code

**Grant Award:** The subject matter of this Agreement is the Woodsmoke Reduction Program. This voucher is available to Owner/Tenants for the replacement of a non-EPA certified wood burning device that is currently in operation and used as a primary source of heat with an EPA certified wood or pellet stove, wood or pellet insert, gas heating device, electric heating device, or ductless mini-split heat pump.

Whereas Owner and Tenant recognize the need for replacing a non-EPA certified wood burning devices with an EPA certified device to provide more efficient heating and less emissions into the home and the community.

Whereas Owner and Tenant desire to cooperate in participating in the Woodsmoke Reduction Program using funds from the California Climate Investments.

Now, therefore, Owner and Tenant agree as follows:

1. To allow District-approved Participating Retailers and their licensed Installers into the property noted above for inspection, estimate, installation and permitting. This includes allowing photos to be taken of the old, non-EPA certified device before removal and photos of the new EPA certified device after installation.
2. The Owner shall not raise the rent of the unit for a period of two (2) years or evict the unit's resident because of increased value of the unit due solely to the newly installed device.
3. Either Owner or Tenant may complete an application for the Woodsmoke Reduction Program. Both parties must review the application and agree to the items on page 3 "Applicant Certification." Submission of an application does not guarantee funding.
4. The Tenant shall not take possession of the device upon vacating the real property noted above. The new EPA certified device must stay with the property and belongs to the owner.
5. The Tenant agrees to receive training on proper wood storage and wood burning practices (if applicable) and device operation and maintenance from the Participating Retailer or licensed Installer.

I hereby certify that I understand the conditions and requirements for participation in the District's Woodsmoke Reduction Program and agree to fulfill the requirements and comply with the conditions in this agreement. I understand that if any documents are incomplete or falsified, I will be disqualified from the program.

The undersigned represent that they have the authority of their respective parties to execute this Agreement.

Signature Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name/Title

Signature Owner: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name/Title

Owner's Mailing Address:

\_\_\_\_\_  
Address City State Zip Code



Attachment 8  
Retailer Agreement

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# WOODSMOKE REDUCTION PROGRAM RETAILER AGREEMENT



**Parties:** This Retailer Agreement ("Agreement") is ~~for services~~ between Air Quality Management Districts and Air Pollution Control Districts as listed below ("DISTRICTS"), and

~~( "Subrecipient" ), effective as of the date of the District signature. below.~~

~~(hereinafter called "Subrecipient"), effective as of the last date indicated below.~~

**Subject Matter:** The subject matter of this Agreement is the Woodsmoke Reduction Program. ~~Detailed services to be provided by the Subrecipient pursuant to this Agreement are described in the Woodsmoke Reduction Program ("Program") Retailer Provisions ("Retailer Provisions"), attached hereto and incorporated herein by this reference.~~ Detailed services to be provided by the Subrecipient pursuant to this Agreement are described in the Retailer Provisions, which are incorporated by reference herein.

**Maximum Amount:** ~~In consideration of the services to be performed, DISTRICTS agree to pay Subrecipient a sum not to exceed the amount specified in the Retailer Provisions.~~ In consideration of the services to be performed, the DISTRICTS agree to pay Subrecipient, in accordance with the payment provisions specified in the Retailer Provisions, a sum not to exceed \$1,000 per Standard Voucher; or no greater than \$5,000 (\$3,500 in Shasta & Tehama Counties) towards eligible project costs for Enhanced Vouchers. ~~the maximum voucher amount listed on eligible Standard and Enhanced vouchers.~~

**Agreement Term:** ~~The period of Subrecipient's performance begins upon date of execution, signified by the latest date of signature by DISTRICTS, and ends on June 30, 2026 or earlier if the parties agree that all project dollars have been spent, whichever occurs first. The period of Subrecipient's performance shall begin upon date of execution, signified by the date of signature by the DISTRICTS, and end on or before June 30 20252 or, if earlier, the date on which all project dollars are spent.~~

**Subrecipient (Retailer) Name:** \_\_\_\_\_

**Subrecipient Program Contact:**

**Subrecipient Fiscal Contact:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

\_\_\_\_\_  
Signature Subrecipient Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Northern Sierra Air Quality Management District Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Feather River Air Quality Management District Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Colusa County Air Pollution Control District Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Glenn County Air Pollution Control District Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Tehama County Air Pollution Control District Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Butte County Air Quality Management District Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Shasta County Air Quality Management District Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Placer County Air Pollution Control District Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Yolo-Solano Air Quality Management District Date: \_\_\_\_\_

I hereby certify that I understand the conditions and requirements for participation in the Woodsmoke Reduction Program and agree to fulfill the requirements and comply with the conditions in this Agreement that I am entering into with the DISTRICTS.

\_\_\_\_\_  
Signature Subrecipient Date: \_\_\_\_\_



<p><b><u>Northern Sierra Program Contact:</u></b>  Name: <del>Sam Longmire</del><a href="#">Tasha Coleman</a>  <a href="#">Coleman</a><del>Sam Longmire</del>  Phone: 530-274-9360 <u>Ext 506</u>  <a href="#">506</a></p>	<p><b><u>Northern Sierra Fiscal Contact:</u></b>  Name: <a href="#">Tasha</a>  Phone: 530-274-9360 <u>Ext 506</u></p>
<p><b><u>Feather River Program Contact:</u></b>  Name: <a href="#">Peter Angelonides</a>  Phone: 530-634-7659 Ext 209  E-mail: <a href="mailto:pangelonides@fracmd.org">pangelonides@fracmd.org</a>  Fax: 530-634-7660</p>	<p><b><u>Feather River Fiscal Contact:</u></b>  Name: <a href="#">Shelley Channel</a>  Phone: 530-634-7659 Ext 204  E-mail: <a href="mailto:schannel@fracmd.org">schannel@fracmd.org</a>  Fax: 530-634-7660 <del>Name:</del></p>
<p><b><u>Colusa Program Contact:</u></b>  Name: Casey Ryan  <a href="#">McCormick</a>  Phone: 530-458-0590  E-mail: <a href="mailto:ryan@countyofcolusa.org">ryan@countyofcolusa.org</a>  <a href="mailto:mccormick@countyofcolusa.org">mccormick@countyofcolusa.org</a></p>	<p><b><u>Colusa Fiscal Contact:</u></b>  Name: <a href="#">Leeann Price</a><del>Renee</del>  Phone: 530-458-0590  E-mail: <a href="mailto:lprice@countyofcolusa.com">lprice@countyofcolusa.com</a></p>
<p><b><u>Glenn Program Contact:</u></b>  Name: <del>Pakou Cha</del> <a href="#">Allyson Smith</a>  Phone: 530-934-6500  E-mail: <a href="mailto:asmithpcha@countyofglenn.net">asmithpcha@countyofglenn.net</a>  <a href="mailto:jbrown@countyofglenn.net">jbrown@countyofglenn.net</a></p>	<p><b><u>Glenn Fiscal Contact:</u></b>  Name: <a href="#">Jennifer Brown</a>  Phone: 530-934-6500  E-mail:</p>
<p><b><u>Tehama Program Contact:</u></b>  Name: <del>Lisa Mann</del><a href="#">Alicia Helfrick</a>  Phone: 530-527-3717 <del>ext. 103</del> _____  100  E-mail: <a href="mailto:lmann@tehcoapcd.net">lmann@tehcoapcd.net</a><del>ahelfrick@tehcoapcd.net</del><a href="mailto:ahelfrick@tehcoapcd.net">ahelfrick@tehcoapcd.net</a></p>	<p><b><u>Tehama Fiscal Contact:</u></b>  Name: Jamee Dawson  Phone: 530-527-3717 ext.</p>
<p><b><u>Butte Program Contact:</u></b>  Name: Jason Mandly  Phone: 530-332-9400 x108  E-mail: <a href="mailto:jmandly@bcaqmd.org">jmandly@bcaqmd.org</a>  <a href="mailto:rsousa@bcaqmd.org">rsousa@bcaqmd.org</a><del>gaing@bcaqmd.org</del>  530-332-9417</p>	<p><b><u>Butte Fiscal Contact:</u></b>  Name: <del>Robyn Sousa</del><a href="#">Aleah Ing</a>  Phone: 530-332-9400  E-mail:</p>
<p><b><u>Shasta Program Contact:</u></b>  Name: <del>Molly Yeager</del> _____  Phone: 530-225-5674  E-mail: <a href="mailto:airquality@co.shasta.ca.us">airquality@co.shasta.ca.us</a>  Fax: 530-225-5237</p>	<p><b><u>Shasta Fiscal Contact:</u></b>  Name: <del>Molly Yeager</del> _____  Phone: 530-225-5674  E-mail: <a href="mailto:airquality@co.shasta.ca.us">airquality@co.shasta.ca.us</a>  Fax: 530-225-5237</p>

## Woodsmoke Reduction Program - Retailer Provisions

1. Inform the Customer about Program requirements and timelines.
2. Verify the old device is eligible for the Program.
3. Conduct an in-home estimate for the installation of a basic model that will be safe, clean-burning, and efficient, note upgrades above base estimates on the estimate, and provide to the customer. Eligible costs include:
  - a. Cost of the new basic model device including sales tax.
  - b. Installation of the new device including any parts, materials, or labor required for the safe and legal installation of the new device.
  - c. Removal and disposal of the old stove or insert (if applicable). The old stove should still be operational prior to the in-home estimate (no retroactive projects allowed).
  - d. If residence does not have a functional smoke and carbon monoxide detectors, the purchase and installation of new detectors.
  - e. If the existing fireplace is structurally sound, the purchase and installation of a fireplace insert utilizing wood, pellets, natural gas, propane, or electricity. If fireplace lacks structural integrity, the purchase of a free-standing home heating device.
  - f. Designer upgrades and work not necessary for the safe operation of the new device will not be considered.
4. Accept the voucher from the customer and apply the voucher value as a discount towards the purchase price of the device.
  - a. Standard Vouchers are valued at \$1,250 for new pellet, wood-burning, and electric stove devices or \$5,000 for new electric heat pump installations \$1,000.
  - b. Enhanced Vouchers are valued up to \$5,000 for new pellet, wood-burning, and electric stove devices or \$10,000 for new electric heat pump installations. \$5,000 (\$3,500 in Shasta & Tehama Counties) for eligible costs.
5. Notify the District no later than the expiration date on the voucher once the customer has signed a contract or entered into a binding agreement to purchase a new appliance. Do not take a voucher from a customer if the customer does not sign a contract or enter into a binding agreement to purchase a new appliance.
6. Ensure that all new wood-burning devices be EPA-certified. Prior to May 15, 2020, new EPA certified wood and pellet stoves / inserts must meet Step 1 or Step 2 standards with a 2.0 grams per hour emission rate. After May 15, 2020, new EPA certified wood and pellet stoves / inserts must meet Step 2 standards with a 2.0 grams per hour emission rate. New non-catalytic wood stoves must be listed in Table 1 of the most current State Woodsmoke Reduction Program Guidelines.
7. Consider providing an additional discount at the time of sale to the purchase price of the EPA-certified device.
8. Complete and sign the Woodsmoke Reduction Program voucher provided by the customer for each replaced device (i.e. uncertified wood stove/insert). Make sure to include the manufacturer, model and serial number for each wood stove/insert removed or replaced and also for the new replacement device.
9. Remove the uncertified wood stove/insert from the residence and properly dispose of it by delivering it to a recycling facility. If present, make sure to remove the refractory material from the wood device before delivering it to the recycler. If the replacement device is an electric heat pump, the household may be allowed to retain the old wood burning device to serve as emergency heat in case of a power outage.
10. Complete and submit to the District a Recycler Certification form for each uncertified stove/insert. The Recycler Certification form must be signed indicating that the stove will be destroyed and recycled.
11. Provide information to homeowner or tenant on new device operation and maintenance, and proper wood burning practices. Please have the homeowner or tenant sign an Acknowledgement of Training form.
- ~~11.~~12. For heat pump projects only, the homeowner or tenant may retain the existing wood-burning device for use only during power outages. The homeowner or tenant must complete a Retention of Wood-Burning Device Certification.
- ~~12.~~13. Submit to the District completed paperwork with an original invoice for reimbursement. Invoices submitted to the District without the required paperwork are not payable (No Exceptions). All paperwork must be submitted to the District within thirty (30) days of completing the installation of the device. The following paperwork must be submitted with invoice:
  - a. Original Voucher completely filled out and signed with all required information showing that the work has been completed. Copies of the voucher will not be accepted.
  - b. Copy of in-home estimate provided to homeowner.

- c. Copy of purchase invoice – The purchase invoice shall show the voucher, retailer, and manufacturer’s discounts as line items. The purchase invoice must be signed by the customer and list the manufacturer and the type of device purchased.
- d. Voucher Tracking Form & Acknowledgement of Training Form.
- e. Building Permit and proof of final building permit inspection.
- f. Recycler Certification form, if replacing or removing a wood stove/insert.
- g. Two photos, one showing the replaced or removed device and one showing the installed device.

~~13.14.~~ As a Participating Retailer, I understand that the District will not reimburse me for expired vouchers.

~~14.15.~~ As a Participating Retailer, I understand that it is my responsibility to ensure that all installations are done in accordance with any applicable city, town or county codes and/ordinances including but not limited to, ensuring that all necessary building permits are obtained as required.

~~15.16.~~ As a Participating Retailer, I understand that installers must be properly licensed with an active C-61 (D34 Prefabricated Equipment Contractor) license or C-20 license issued by the California Contractors State Licensing Board to install the new device. A B-license contractor is allowed to install listed heating equipment if the installation was part of a larger project that included at least two unrelated trades. Framing and carpentry does not count towards the count of unrelated trades. Without performing additional trades or holding additional license, a B-contractor would be required to subcontract with an individual holding a C-61/D34 or C-20 license. I also understand that Installers must have a minimum of three (3) years of experience installing home heating devices to manufacturer specifications.

~~16.17.~~ As a Participating Retailer, I understand that the District assumes no responsibility or liability for the removal of appliances, the purchase and installation of replacement appliances or any other element of the replacement process. I agree to indemnify, defend, and hold harmless District and its employees, agents, and representatives against any and all liability, loss, and expense, including reasonable attorneys’ fees, from any and all claims for injury or damages arising out of my performance under this Agreement, the removal of appliances, the purchase and installation of replacement appliances, and any other element of the replacement process.

~~17.18.~~ As a Participating Retailer, I understand the insurance requirements necessary to participate in the Program. The insurance requirements are incorporated herein as an attachment to this Retailer Provisions document.

~~19. Participating Merchant agrees to address and resolve unanticipated issues with the DISTRICTS within 10 business days.~~

~~18. As a Participating Retailer, I agree to address and resolve unanticipated issues expeditiously with the District.~~

~~19.20.~~ As a Participating Retailer, I understand that all installations must be completed no later than ninety (90) days after a voucher has been redeemed. If work cannot be completed due to unforeseen circumstances such as construction delays, I must obtain a written authorization from the District for an extension to complete the installation. Any vouchers submitted after this date for refunds without prior authorization from the District will not be accepted by the District.

~~20.21.~~ As a Participating Retailer, I agree to provide the District, the California Air Pollution Control Officer’s Association (CAPCOA), and the State of California access to my facility and records to inspect for compliance with program requirements, if requested. I understand that the District will provide not less than two (2) calendar days notice prior to this inspection.

~~21.22.~~ As a Participating Retailer, I understand the following: This Program involves funding from the state and, as a consequence, retailers, installers, and any subcontractors shall comply with all applicable nondiscrimination statutes and regulations during the performance of this Program including but not limited to the following: Retailers and their employees, representatives, and Subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status; Retailers and Installers shall, unless exempt, comply with the applicable provisions of the Fair Employment and Housing Act (Government Code, Sections 12900 et seq.) and applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Sections 7285.0 et seq.); and the applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations incorporated into this Program by reference and made a part hereof as if set forth in full. Retailers, by signing the Retailer Agreement, provide written notice of their obligations under this clause as required by law.

~~22.23.~~ As a Participating Retailer, I fully understand that I will be removed from the program for not complying with the conditions and requirements of this Agreement.



# Woodsmoke Reduction Program – Insurance Requirements

## 1. General Provisions

- a. Coverage Term: Installer/contractor insurance coverage shall be in force for the complete term of the project agreement. If insurance expires during the term of the project agreement, a new certificate must be received by the State at least ten (10) days prior to the expiration of this insurance. Any new insurance must still comply with the original terms of the project agreement.
- b. Policy Cancellation or Termination and Notice of Non-Renewal: Installer/contractor is responsible to notify the State within five (5) business days before the effective date of any cancellation, non-renewal, or material change that affects required insurance coverage. In the event installer/contractor fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate the project agreement upon the occurrence of such event, subject to the provisions of this Grant Agreement.
- c. Deductible: Installer/contractor is responsible for any deductible or self-insured retention contained within their insurance program.
- d. Primary Clause: Any required insurance contained in the project agreement shall be primary, and not excess or contributory to any other insurance carried by the State.
- e. Insurance Carrier Required Rating: All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If the installer/contractor is self insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- f. Endorsements: Any required endorsement must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- g. Inadequate Insurance: Inadequate or lack of insurance does not negate the installer/contractor's obligations under the Agreement.
- h. Satisfying an SIR: All insurance required by this Grant Agreement or the project agreements must allow the State to pay and/or act as the installer/contractor's agent in satisfying any self-insured retention (SIR). The choice to pay and/or act as the installer/contractor's agent in satisfying any SIR is at the State's discretion.
- i. Available Coverages/Limits: All coverage and limits available to the installer/contractor shall also be available and applicable to the State.
- j. Subcontractors/Manufacturers: In the case of installer/contractor's utilization of subcontractors/manufacturers to completed the contracted scope of work, installer/contractor shall include all subcontractors/manufacturers as insured under installer/contractor's insurance or supply evidence of insurance to the State equal to policies, coverages, and limits required of installer/contractor.

## 2. Commercial General Liability

Installer/contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per and \$2,000,000 aggregate for bodily injury and property damage liability. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured project agreement. This insurance shall apply separately to each insured against which claim is made, or suit is brought subject to the installer/contractor's limit of liability. The policy must name the State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract. If requested by individual Air Districts, the policy shall

also name the District, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract.

### **3. Automobile Liability**

Installer/contractor shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles. The policy must name the State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract. If requested by individual Air Districts, the policy shall also name the District, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract.

In the event that the installer/contractor does not have any commercially owned motor vehicles, a no-owned autos waiver must be completed and retained in district files. A sample waiver form is available upon request.

### **4. Workers' Compensation and Employers' Liability**

Installer/contractor must furnish to the State a certificate of insurance to remain in effect at all times during the term of this Agreement. Installer/contractor shall maintain statutory workers' compensation and employers' liability for all its employees who will be engaged in the performance of the Agreement. Employers' liability limits of \$1,000,000 are required. A sample form is available upon request. The policy must include:

“When work is performed on State owned or controlled property the Workers' Compensation policy shall contain a waiver of subrogation in favor of the State. The waiver of subrogation endorsement shall be provided.”

In the event that the installer/contractor does not have any employees, a worker's compensation statement of exemption form must be completed and submitted to the District.

Attachment 9  
Acknowledgement of Training Form

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# WOODSMOKE REDUCTION PROGRAM ACKNOWLEDGEMENT OF TRAINING



The Program requires an educational component to ensure that the new home heating devices, particularly wood stoves, are properly operated and maintained to maximize energy efficiency and achieve the lowest possible emission rates. With proper burning techniques and properly seasoned wood, the amount of wood used could be significantly reduced. While a new wood stove typically pollutes less than an older one, user operation is important for achieving emission reductions. Districts are required to obtain verification of training.

Homeowner's or Tenant's name: \_\_\_\_\_

Address where new device was installed: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

I certify that I received the owner's manual for my new device (please initial). \_\_\_\_\_ Yes

I certify that I received training from the Retailer/Installer on the operation of my new device per manufacturer instructions (please initial) \_\_\_\_\_ Yes

I certify that I received training from the Retailer/Installer on proper wood storage and wood burning practices (if applicable) (please initial) \_\_\_\_\_ Yes

**Signature (Homeowner/Tenant):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Title (Homeowner/Tenant): \_\_\_\_\_

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## Attachment 10

# Retention of Existing Wood-Burning Device Certification

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**WOODSMOKE REDUCTION PROGRAM  
Retention of Existing Wood-Burning Device  
Certification Form**



The incentive provided to install an electric heat pump is intended to significantly reduce the emissions of greenhouse gases, particulates, and smog-forming pollutants. The Woodsmoke Reduction Program recognizes the need for a reliable heat source and can allow the homeowner or tenant to retain the existing wood-burning device for use **only** when the heat pump is unable to be used due to a power outage.

Homeowner's or Tenant's name: \_\_\_\_\_

Address where new device was installed: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

I certify that the existing wood-burning device will **only** be used in the event of a power outage when the installed electric heat pump is not operational. (please initial). \_\_\_\_\_ Yes

**Signature (Homeowner/Tenant):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Title (Homeowner/Tenant): \_\_\_\_\_

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**RESOLUTION 2023-12  
BEFORE THE BOARD OF DIRECTORS OF  
BUTTE COUNTY AIR QUALITY MANAGEMENT DISTRICT  
STATE OF CALIFORNIA**

**APPROVAL OF DISTRICT WORKPLAN WOODSMOKE REDUCTION PROGRAM YEAR 3 (FY2021-2022)**

Resolution 2023-12 ..... )  
Approval of District Workplan ..... )  
Woodsmoke Reduction Program Year 3 (FY2021-2022).. )

WHEREAS, CARB has amended Program Guidelines for the State Woodsmoke Reduction Program to be administered by the California Air Pollution Control Officers Association (CAPCOA) and local air districts;

AND WHEREAS, the District entered into grant agreement G21-WSRP-02 (FY2021-2022) with CARB to be awarded \$221,798.00 in project funds and \$23,452.00 in project implementation funds;

AND WHEREAS, the Butte County Air Quality Management District Board approved grant agreement G21-WSRP-02 and participation in Year 3 of the Woodsmoke Reduction Program on June 22, 2023 through Resolution 2023-10;

AND WHEREAS, the District maintains, and is working to update, a Workplan to guide local implementation of the State Woodsmoke Reduction Program in coordination with neighboring air districts;

THEREFORE, BE IT RESOLVED, that the Butte County Air Quality Management District Board hereby approves the proposed amendments to the Workplan for Year 3 of the Woodsmoke Reduction Program;

BE IT FURTHER RESOLVED, that Air Pollution Control Officer is authorized to approve administrative changes to the Workplan as necessary to enhance the efficiency of the program and to ensure consistency with the State Program Guidelines and grant agreements with CARB.

On Motion of \_\_\_\_\_, Seconded by \_\_\_\_\_, the foregoing resolution is hereby PASSED AND ADOPTED by the Air Quality Management District Board of Directors on this 24 day of August, 2023 by the following:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

\_\_\_\_\_  
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 August 24, 2023.  
ATTEST: \_\_\_\_\_  
Kelly Towne, Clerk of the Governing Board

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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*

Date of Release: August 16, 2023

Board Consideration: August 24, 2023

To: Butte County Air Quality Management District Board of Directors

From: Stephen Ertle, Air Pollution Control Officer

Staff Contact: Aleah Ing, Administrative Services Officer

Re: **Update on CalPERS Unfunded Accrued Liability Pension Management Policy (UAL Policy)**

**ISSUE:**

The District has been working with CalMuni Advisors and Weist Law (Consultants) to develop and implement an UAL Policy that includes refinancing of UAL debt to reduce total cost to the District.

**ACTION REQUESTED:**

Receive report on the status of implementation of the UAL Policy and Refinancing activities.

Provide direction to District staff for the development of a strategic financial plan to better understand the implications of future grant program changes to optimize positive impact on District finances and develop a program cost recovery plan to efficiently increase revenues for general operating expenses.

**DISCUSSION:**

The Consultants worked with staff to develop a UAL Policy that the Board approved in January. The Consultants performed an in-depth analysis of District finances and completed the necessary proforma analysis to determine the viability of pension refinancing. This analysis provides potential lenders with an understanding of the financial capacity of a borrower to repay a loan over time. The conclusion of this analysis is that refinancing of District pension liabilities is not currently viable. Two factors contributed to this conclusion:

- The District is heavily reliant on one-time grant programs that are largely pass-through funding. While there are allowances for administrative revenues within the grant programs heavy restrictions prevent them being used for loan repayments.
- The current revenues of the District do not provide sufficient cost recovery to cover general operating expenses absent grant administrative revenues over the term of refinancing vehicles.

# Agenda Item 8

The consultants recommend focusing on the development and implementation of a strategic financial plan that focuses on cost recovery and moves away from the reliance on one-time grant revenues. Once developed and implemented the District can be positioned to take advantage of refinancing UAL debt and secure long term financial strength.

# BCAQMD ACRONYM REFERENCE

Updated Oct. 2015

-Board of Director's Meeting -

**Summarized below are acronyms commonly used in Board folders and accompanying staff reports.**

A/C	Authority to Construct Permit
AB	Assembly Bill
AMOS	Automatic Meteorological Observation Stations
AP-42	EPA technical reference specifying specific Air Pollutant Emission Factors
APCD	Air Pollution Control District
APCO	Air Pollution Control Officer
AQMD	Air Quality Management District
ATCM	Airborne Toxic Control Measure
AQI	Air Quality Index
BACT	Best Available Control Technology
BAM	Beta Attenuation Monitor (records hourly ambient particulate data)
BCAG	Butte County Association of Governments
BCAQMD	Butte County Air Quality Management District
BCC	Sacramento Valley Basinwide Air Pollution Control Council
BOS	Board of Supervisors
CAA	Clean Air Act
CAAQS	California Ambient Air Quality Standards
CAP	Climate Action Plan
Cal-EPA	California Environmental Protection Agency
CAPCOA	California Air Pollution Control Officers Association
CARB	California Air Resources Board
CARPA	California Air Response Planning Alliance
CBYL	Check Before You Light
Cd	Chemical symbol for cadmium
CEQA	California Environmental Quality Act
CI	Compression Ignition
CO	Chemical symbol for carbon monoxide
CO2	Chemical symbol for carbon dioxide
CPA	Certified Public Accountant
CPI	Consumer Price Index
CSAC	California State Association of Counties
CUA	Chico Urbanized Area
DMV	Department of Motor Vehicles
DTSC	California Department of Toxic Substance Control
EG	Emission Guidelines
EI	Emission Inventory
Eufac	Emission Factor Computer Model
EPA	Environmental Protection Agency (Federal)
ERC	Emission Reduction Credit
ESA	Endangered Species Act
EVR	Enhanced Vapor Recovery
FIP	Federal Implementation Plan
FRM	Federal Reference Method
FY	Fiscal Year (June 30-July 1, unless otherwise stated)
GASB	Governmental Accounting Standards Board
GDF	Gasoline Dispensing Facilities
GFOA	Governmental Finance Officers Association
GHG	Greenhouse Gases
GWP	Global Warming Potential
HAP	Hazardous Air Pollutants
HCl	Hydrochloric Acid
Hg	Chemical symbol for mercury
HRA	Health Risk Assessments
HSC	Health & Safety Code
ICE	Internal Combustion Engine

# BCAQMD ACRONYM REFERENCE

Updated Oct. 2015

## -Board of Director's Meeting -

ISD	In-Station Diagnostics
ISR	Indirect Source Review
LESB	Lower Emission School Bus program
Mb	Millibar
Mg/Yr	Milligrams per year
Micron	Abbreviation of Micrometer or 1,000,000th of a meter in size
MPO	Metropolitan Planning Organization
Msl	Mean sea level
MMT CO2	Million Metric Tons of Carbon Dioxide equivalent emissions
MSW	Municipal Solid Waste
NAAQS	National Ambient Air Quality Standard
NACAA	National Association of Clean Air Agencies
NESHAPS	National Emission Standards for Hazardous Air Pollutants
NMOC	Non-Methane Organic Compound
NON	Notice of Noncompliance
NOx	Oxides of Nitrogen
NSPS	New Source Performance Standards
NSR	New Source Review
NTA	Notice to Apply for a Permit
NTC	Notice to Comply
OEHHA	California Office of Environmental Health Hazard Assessment
OAL	Office of Administrative Law
ORVR	Onboard Refueling Vapor Recovery
Pb	Chemical symbol for lead
PERP	Portable Equipment Registration Program
PM	Particulate Matter
PM 10-2.5	Particulate Matter 10 Microns in Size and smaller, but greater than 2.5 Microns
PM10	Particulate Matter 10 Microns in Size and smaller
PM2.5	Particulate Matter 2.5 Microns in Size and smaller
PSD	Prevention of Significant Deterioration
RACT	Reasonably Available Control Technology
RICE	Reciprocating Internal Combustion Engine
RCRC	Regional Council of Rural Counties
RRF	Relative Reduction Factor
RSD	Remote Sensing Device
SB	Senate Bill
SDRMA	Special District Risk Management Authority
SF	Square Foot
SIC	Standardized Industrial Classification
SIP	State Implementation Plan
SLCP	Short-lived Climate Pollutant
SO2	Chemical symbol for sulfur dioxide
SSI	Size Selective Inlet (applies to particulate samplers)
TAC	Technical Advisory Committee of the BCC
TARMAC	CAPCOA Toxics and Risk Managers Committee
TEIP	Toxic Emission Inventory Plan
TEIR	Toxic Emission Inventory Report
Title 17	California Code of Regulations, Administrative Law adopted by the California Air Resources Board, and referencing in this Board folder the Agricultural burn guidelines
ug/m3	Micrograms per cubic meter
USDA	United States Department of Agriculture
USEPA	United States Environmental Protection Agency
VEE	Visible Emission Evaluation Certification
VOC	Volatile Organic Compound
WUI	Wildland Urban Interface
YTD	Year to Date