

# State of the District Report Butte County Air Quality Management District

August 15, 2019

## ***Preface***

*Under the existing State and federal environmental regulatory structure, the federal government is granted primary authority to establish health-based ambient air quality standards, to establish specific technology and emission requirements for sources of air pollution, to regulate selected sources of air pollution (e.g., aircraft), and to mandate that states comply with these requirements.*

*Under the State of California regulatory structure, the State maintains primary authority to regulate mobile sources of air pollution (e.g., establish vehicle emission standards), and possess regulatory oversight authority over local and regional air pollution control authorities. Local and regional agencies maintain primary authority to regulate stationary sources of air pollution (e.g., permitting industry activities and regulating open burning).*

*The Butte County Air Quality Management District (District) is the local county independent air pollution control agency created pursuant to Section 40100.5 et seq. of the California Health and Safety Code (HSC). The District lies within the Sacramento Valley Air Basin and participates as a member of the Sacramento Valley Basinwide Air Pollution Control Council (BCC). As part of its statutory responsibilities, the District implements a broad spectrum of air quality management programs. The purpose of this State of the District Report is to summarize the status of the more salient District programs and provide goals for fiscal year 2018-2019.*

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## **State of the District Report**

### **I. ADMINISTRATION**

#### **✓ District Finances**

District administration coordinated a successful fiscal audit for FY 2017-2018 with the firm Smith and Newell, Certified Public Accountants. The audit was presented to the Board at the March meeting. Norman Newell provided an unqualified opinion, with no findings.

The District program maintained a balanced budget in FY 2018-2019 and in previous fiscal years. A balanced budget for FY 2019-2020 was approved at the June 27, 2019 Board meeting. The District continues to maintain service levels, albeit with certain program areas prioritized.

The FY 2019-2020 budget includes no additional permanent staffing, although the District will utilize temporary extra help staff as needed to assist with the implementation of ongoing grant programs. The District has the same permanent staffing level as in FY 2000-2001, even though several new programs have been added.

District Administration continues to seek program improvements to ensure efficient, cost effective operations. The District utilized e-mailing for invoicing, public notification of workshops, meetings and upcoming rules and regulations. Work continues on implementing a digital file system, which offers many advantages in records management. Documents are scanned electronically onto a computer hard drive and are accessible from network workstations. Cost savings are anticipated in more efficient information retrieval and data storage. The District also

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utilizes Laserfiche for its electronic file depository. Laserfiche allows workflows to be created and is integrated with the electronic file system software. These workflows increase productivity and streamline processes requiring approval or follow-up. The District utilizes the ADP timesheet system to better track program costs and indirect expenses. The data generated is used to evaluate the percent cost recovery in areas requiring a regulatory fee. Staff continues to add forms that are available to the public through the District website which can be completed electronically.

The District will be researching the use of electronic payments to pay reoccurring bills in effort to reduce costs, increase productivity and increase security.

### √ **Human Resources**

District staffing is budgeted at 11 full-time employees. May of this year saw the retirement the Assistant Air Pollution Control Officer, a 14-year employee at the District. We conducted a recruitment, and in the end, the successful candidate came from within our organization. The District is currently in the recruitment process for the position of Air Quality Compliance Specialist to fill the position vacated as well as another vacant position.

The Air Pollution Control Officer plans retirement in 2020. The Board will be asked to initiate that recruitment process later this year.

The District will take advantage of part-time extra help as needed and consider internships. Staff training continues, attending classes offered by the California Air Resources Board (CARB) and the California Emergency Management Agency (Cal EMA), Special District Risk Management Association (SDRMA), California Special District Association (CSDA), Target Solutions, California Chamber of Commerce and the Governmental Finance Officers Association (GFOA). Our field staff are certified in evaluating visible emissions in accordance with U.S. EPA requirements and are certified in hazardous materials response.

### √ **Facilities**

The District is currently in the fourth year of a 5-year lease extension for our office located at 629 Entler Avenue, Chico.

### √ **Program Compliance**

District operating procedures are maintained in the Administrative Code, Parts A and B. Part A includes operating protocols for the Board and accounting procedures. The Board approves amendments to Part A, and late last year approved a series of amendments to update the operating protocols. Part B includes staff operating procedures, from routine office policies to field staff inspection procedures and permitting guidance. Amendments to Part B are approved by the APCO. Maintenance of the District Administrative Code is an ongoing activity as we continuously seek to improve our internal processes.

Fiscal program compliance was evaluated by outside auditor Smith and Newell, CPAs, as mentioned above.

## **II. AIR QUALITY PLANNING AND GRANTS**

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### √ **The Carl Moyer Program**

The Carl Moyer Program is a grant program that funds the incremental cost of cleaner heavy-duty diesel vehicles and other diesel equipment. The District funded 7 projects with Year 20 funds that totaled \$175,000. Two (2) additional projects were funded in 2018 with \$116,293.30 in Year 19 & Year 20 funds from the Carl Moyer Rural Assistance Program (RAP). The District accepted applications for \$175,000 in Year 21 funds in April and May 2019. District staff updated the District Policies and Procedures Manual for Administrative approval in April 2019 and for Governing Board approval in June 2019.

In 2018, The District completed projects with the Oroville Union High School District and the Paradise Unified School District to replace three (3) school buses with \$300,000 in Year 17 & Year 18 Carl Moyer Program State Reserve funds.

### √ **The FARMER Program**

The Funding Agricultural Replacement Measures for Emission Reductions (FARMER) Program provides state funding for replacing agricultural harvesting equipment, heavy-duty trucks, agricultural pump engines, tractors, and other equipment used in agricultural operations. The District funded 31 agricultural projects with FY 2017/2018 FARMER funds that totaled \$1,483,650.00. The District accepted applications in April and May 2019 for \$1,432,846.62 in tentative FY 2018/2019 funding.

### √ **The AB617 Community Air Protection Program**

The State of California signed AB617 into law in July 2017 directing CARB to develop the Community Air Protection (CAP) Program. The Program's focus is to reduce exposure in communities most impacted by air pollution statewide. The District received \$52,480.00 in FY 2017/2018 and \$116,126.00 in FY 2018/2019 towards activities that further the goals of AB617.

AB134, signed in 2017, directed CARB to fund projects that would benefit disadvantaged communities while meeting the goals of AB617 and the CAP Program. CARB developed a CAP Incentives program to provide funding to air districts for projects that would prioritize disadvantaged communities. Through a public process and with Governing Board approval, the District selected to fund an electric school bus project including associated infrastructure for the Thermalito Union Elementary School District with \$468,750 in FY 2017/2018 funding.

### √ **The NOx Remediation Measure**

CARB approved a voluntary measure in April 2018 to provide immediate funding to air districts to achieve further reductions in emissions of oxides of nitrogen (NOx) in response to a 2017 court order in the ongoing litigation challenge to the 2009 adoption of the Low Carbon Fuel Standard (LCFS). The District completed three (3) Carl Moyer Program projects with \$107,738.00 in funding from this Measure.

### √ **CEQA Mitigation Grant Program**

The District maintains an offsite mitigation program where large projects can pay into a fund to reduce air quality impacts when on-site mitigation is not feasible or adequate. There are currently no projects being funded with offsite mitigation funds.

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### √ **Woodsmoke Reduction Program**

The District signed a Memorandum of Understanding with the California Air Pollution Control Officer's Association (CAPCOA) in April 2018 to locally implement the statewide Woodsmoke Reduction Program. The District developed a workplan with neighboring air district that would meet the goals of the state Program Guidelines and the MOU with CAPCOA. The District received \$360,000 in FY 2016-2017 program funding and issued 89 vouchers beginning in May 2018 towards the replacement of non-certified woodburning devices with cleaner burning devices.

### √ **District Web Page**

The District's website ([www.bcaqmd.org](http://www.bcaqmd.org)) provides information to the public and includes: Governing Board agendas, permit information, current air quality information and advisories, agricultural and residential burning information, burn day status, staff contact information, printable forms, and links to other air quality and transportation websites. Staff posts information relevant to special projects of interest to the public, such as the air quality information from the Camp Fire Debris removal effort, **Check Before You Light** program, the Portable Equipment Registration program, the Agricultural Engine Registration program, the Carl Moyer program, as well as advisories issued by the California Air Resources Board, EPA and other agencies.

### √ **Check Before You Light Program**

At the September 27, 2018 meeting, the Board approved the **Check Before You Light** Program for the period of November 1, 2018 through February 28, 2019. Based on established numeric criteria, on forecasted poor air quality days, the public was asked to voluntarily refrain from using woodstoves and fireplaces throughout the day. Forecasts were determined based on air quality monitoring data from the Chico, Gridley and Paradise monitoring sites operated by the California Air Resources Board. A City of Chico ordinance prohibits the use of woodburning stoves and fireplaces within the Chico City limits on an advisory day with exemptions. For the 2018-2019 season, there were five (5) advisories issued for the Chico and Gridley areas. All five (5) advisories were issued due to ongoing smoke impacts from the Camp Fire. All exceedances of the federal 24-hr PM 2.5 standard during the season (12 in Chico, 11 in Gridley) were due to smoke impacts from the Camp Fire. Once the Camp Fire was contained there were no more advisories issued and no exceedances of the 24-hr PM 2.5 standard in Butte County for the remainder of the season. A review of the program was presented at the April 25, 2019 Board meeting.

### √ **Public Education Program**

Staff provides air quality information to the media on a daily basis. During periods of poor air quality, the District staff will respond to media requests for additional information. Staff are available to give presentations on topics related to air quality, upon request, and participates in public events for the purpose of outreach and education. Upon request, staff is available to work with local educators, at all levels, to promote clean air programs such as EPA's School Flag Program.

### √ **Air Quality Data**

District staff prepare biannual and annual air quality data summaries including detailed graphics. These summaries are available to interested members of the public and are frequently used for public presentations. Also see the comments above. Staff maintains contact with California Air Resources Board technician, who maintain the various permanent air quality monitors within the

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District. Additionally, staff monitors exceptional event data in order to support the public in decision-making during unhealthy air episodes.

### **√ CEQA/NEPA Reviews**

The District continues to work closely with Butte County and cities in evaluating potential air quality impacts under the California Environmental Quality Act and National Environmental Protection Act (CEQA/NEPA). The District prepares an air quality review and analysis for developments submitted by Butte County and cities. The District has been working with the cities and county providing comments and resource information for their general plan updates. District staff has also forwarded resource information developed by the CAPCOA on evaluating climate change through the CEQA and general plan process. The District provides a guidance document “CEQA Air Quality Handbook” as a resource for lead agencies in project evaluation for air quality impacts.

### **√ Camp Fire Recovery Support**

While not subject to CEQA or NEPA reviews, the District provided input on air quality elements of CalRecycle’s “Debris Removal Operations Plan” and Butte County’s Alternative Debris Removal Program put in place to remove debris in the aftermath of the Camp Fire. The District staff have continued working with both CalRecycle and Butte County during the debris removal process to ensure air quality impacts are minimized. This effort has been ongoing in the current calendar year. The District is providing input on ordinances as requested.

### **√ Sacramento Valley Basinwide Air Pollution Control Council (BCC)**

District staff closely coordinate program activities with the air districts in the Sacramento Valley. Staff coordinate review, each year, of the Basin Smoke Management Program and other common activities.

### **√ California Air Pollution Control Officers Association (CAPCOA)**

CAPCOA is a professional organization of the California Air Pollution Control Officers. As more State and federal mandates are imposed on local air districts, CAPCOA offers the District opportunities to coordinate program elements Statewide on new requirements. District staff participates at varying levels with the CAPCOA Planning Managers, Engineering Managers, Enforcement Managers, Vapor Recovery, Toxics, Human Resources and Fiscal Managers. The Senior Air Quality Planner is currently Chair of the Planning Managers Committee.

### **√ Federal PM 2.5 State Implementation Plan (SIP)**

In December 2009, U.S. EPA approved the final non-attainment area designations for the new PM 2.5 standard. Most of Butte County was designated as a non-attainment area for the daily average PM 2.5 standard of 35 micrograms per cubic meter (ug/m<sup>3</sup>). Due to improved air quality, CARB requested that the U.S. EPA find the Butte County nonattainment area to be in attainment with the PM 2.5 standard. EPA took final action effective October 10, 2013 to determine that the Chico nonattainment area in Butte County attained the 2006 24-hour PM<sub>2.5</sub> NAAQS (so-called attainment or clean data finding). District staff developed a Redesignation Request and Maintenance Plan which was approved by the District’s Board on October 26, 2017 and by CARB on November 16, 2017. EPA reviewed and approved the request and maintenance plan. The approval is effective August 10, 2018.

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### √ **Federal 8-hour Ozone State Implementation Plan (SIP)**

U.S. EPA established a new 8-hour Ozone standard in October 2015 at 0.070 parts per million (ppm). The previous standard was 0.075 ppm, established in 2008. CARB reviewed the most current three (3) years of quality assured monitoring data and recommended that Butte County be designated nonattainment for the 2015 8-hour Ozone standard. EPA made the final nonattainment designation for Butte County in April 2018. Regarding the 2008 standard, EPA took final action in 2016 on a finding that Butte County achieved the 0.075 ppm standard.

### √ **Rule and Regulation Development**

The California Health and Safety Code requires the District's Governing Board to adopt Rules and Regulations for the implementation and enforcement of federal and State statutes and regulations. The District Board may also adopt rules based on local needs. Most of the rules proposed are required by the State Air Quality Attainment Plan (Plan). The Plan is updated every three (3) years by the Sacramento Valley Basinwide Air Pollution Control Council and approved by the District's Governing Board. The Board last adopted the Plan in 2016. The Plan includes a listing of "all feasible measures" that the District's Governing Board is required to consider.

The District's Governing Board adopted amendments to District Rule 440 – *Portable Equipment Registration* and Rule 1000 *State Airborne Toxic Control Measures* at the March 28, 2019 meeting.

## **III. COMPLIANCE & ENGINEERING**

### √ **Stationary Source Permit Program**

The District issues permits (authority to construct and permits to operate) to stationary sources of air pollution in Butte County. The stationary source permit is the primary means to ensure compliance with local, State and federal air quality requirements. Typical sources under permit include dry cleaners, retail service stations, auto body repair shops, lumber mills, cabinet shops, sand and gravel processing plants, asphalt concrete production, diesel-fueled generators, agricultural processing operations (almond hullers and rice dryers), and soil/groundwater remediation projects. In calendar year 2018, the District issued or renewed 803 Permits to Operate and issued 53 Authority to Construct permits.

The Title V Program requires a federal major source to have a permit, which includes all of the federal requirements applicable to the facility. The District has three (3) Title V sources under its jurisdiction: 1) SFPP, L.P., a bulk gasoline distribution terminal, 2) Butte County Department of Public Works for the Neal Road Recycling and Waste Facility, and 3) the Ameresco Butte County LLC Gas to Energy plant co-located at Neal Road. Title V Operating Permits are valid for five (5) years from the date of issuance and are renewable.

### √ **Stationary Agricultural Engine Registration Program**

Rule 1001, *Airborne Toxic Control Measure for Stationary Compression Ignition (CI) Engines Used in Agricultural Operations* and Rule 441, *Registration Requirements for Stationary Compression Ignition (CI) Engines Used in Agricultural Operations* were adopted in 2007 by the Board. The registration rule required that owners of all existing engines apply for a Certificate of Registration by March 1, 2008 and the owners of any new engines apply for registration no later than ninety (90) days from the date of installation. Owners of "low use" engines are allowed to

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request that the engines be evaluated for a compliance extension which allows engines to be operated for a cumulative total number of hours of operation, or until 2020 for non-certified engines, or 2025 for certified engines, whichever occurs first.

During calendar year 2018, the District approved one (1) new application for registration. The District now has a total of 322 agricultural engines registered, with 87 engines designated as “low-use”.

### **√ Portable Equipment Registration Program**

In 2005, the local Portable Equipment Registration Program (PERP) was approved by the Board. This program was developed as a local alternative to the existing state-wide program. The program helps implement the Portable Equipment Airborne Toxic Control Measure (ATCM). The District is currently managing 76 active certificates of registration with one (1) new registrations in calendar year 2018.

The PERP regulation was amended to harmonize changes to the ATCM, and the changes were adopted by the CARB Board in November 2017. The amendments became effective November 30, 2018. District staff conducted outreach to affected sources. As mentioned above the District Governing Board adopted amendments to Rule 440 and Rule 1000 to incorporate the changes into the District’s Rules and Regulations.

### **√ Emission Inventory Program**

The District is required to maintain records and report periodically to the California Air Resources Board regarding criteria and toxic pollutant emissions from stationary sources and area sources. Staff utilize the Hot Spots Analysis and Reporting Program (HARP) for this effort. Data is available for access by the public at the CARB website ([www.arb.ca.gov](http://www.arb.ca.gov)).

The emissions inventory is an important planning tool used in attainment demonstrations. Facility emissions data is generated during the annual permit renewal process, so inventory maintenance is assigned to the permitting staff. Staff provided updates for the 2017 inventory for both criteria and toxic pollutants for all sources per ARB’s requirements. Staff continue to work with CARB workgroups related to AB 617 emissions inventory and reporting regulatory development efforts which focuses on improved communications for sources subject to the Greenhouse Gas mandatory reporting requirements, sources emitting over 250 tons per year, and certain more significant sources of toxic emissions.

### **√ Air Toxics “Hot Spots” Program**

The AB 2588 Air Toxics “Hot Spots” program requires the District to develop and update inventories of stationary sources of air toxics, assesses the potential risks from exposures and provides information to the public regarding exposures. Staff continue to work on implementing new inventory software. Significant efforts are forecast in the future to ensure that stationary and portable diesel-fueled engines comply with the AB 2588 reporting requirements.

District staff have briefed the Governing Board on the impacts of the implementation of the Office of Environmental Health Hazard Assessment (OEHHA) risk assessment guidelines and received approval on the updated Toxics Health Risk Assessment Permitting Guidelines. As other aspects of the AB 2588 program are updated, District staff expects to propose additional changes to

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existing guidance, including those for prioritizing facilities and notification procedures for sources with more significant impacts. ARB is currently working on amendments to the AB 2588 guidelines to update the program requirements; the last amendments were in 2007.

### √ **State Airborne Toxic Control Measure (ATCM) Program**

The Toxic Air Contaminant Identification and Control Act (AB 1807, Tanner 1983) created California's program to reduce public exposure to air toxics. Under AB 1807, the CARB is required to use certain criteria to prioritize the identification and control of air toxics. A two-step process was established for risk identification and risk management, to address the potential adverse health effects from public exposure to toxic air contaminants. The end result of the process is an Airborne Toxic Control Measure (ATCM) which the local air districts are required to implement and enforce. ATCM's have been developed for several toxic air contaminants including diesel particulate matter and Naturally Occurring Asbestos (NOA). In early 2017 NOA was identified at the Oroville Dam Spillway. The NOA ATCM required the California Department of Water Resources to develop and implement an Asbestos Dust Mitigation Plan (ADMP) to reduce the potential for public exposure to asbestos from the reconstruction of the spillway. The ADMP identifies the emission standards, air pollution control equipment, work practice, and ambient air monitoring equipment that will be used to reduce emissions and verify that the public is being adequately protected. The District is responsible for regulatory oversight of the project to ensure that the requirements of the ATCM are being implemented.

### √ **Federal MACT & NESHAPs Programs**

The District is delegated by EPA to implement and enforce the National Emission Standards for Hazardous Air Pollutants (NESHAPs) for area sources. These regulations are codified in 40 Code of Federal Regulations, Part 63. Under court order, EPA has promulgated a host of NESHAPs for area sources, such as auto body shops, small boilers, other coating operations, reciprocating internal combustion engines, and other "common" sources that emit HAPs. District staff continues to work with the affected businesses to ensure compliance with the local, State and federal regulations. District staff evaluated the requirements of NESHAP, Subpart ZZZZ which regulates HAPs (other than diesel particulate matter) from internal combustion engines and continues to update permit conditions for affected sources to include maintenance and testing practices to comply with the NESHAPs, Subpart ZZZZ.

### √ **District Enforcement Program**

The District utilizes three (3) main tools to enforce District regulations: the Notice of Noncompliance (NON), the Notice to Comply (NTC) and the Notice to Apply for a Permit (NTA). These notices are a formal record of the District's finding that a violation of a State or federal law or District regulations affecting air quality has occurred. In most cases, a violation can be settled by taking corrective action and paying a penalty. A Notice of Noncompliance can also involve monetary penalties, compliance agreement, civil suits, or criminal prosecution for failure to respond, repeated violations, or serious pollution cases. Notices are issued in response to complaint investigations, stationary source inspections and special District investigations.

In calendar year 2018, the District issued forty-eight (48) Notices of Noncompliance. These violations include open burning (i.e. burning on a no-burn day or burning prohibited materials), failure to obtain a permit or certificate of registration, fugitive dust, vapor recovery and permit condition violations. The District has issued offers to settle through the Board-approved Civil

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Penalty Program. District Staff developed and optional alternative civil settlement program for residential burning noncompliance that provides for reductions in penalties after successful completion of a training course on open burning. District staff continue to monitor and follow-up on open cases.

Staff coordinate with other enforcement agencies and the Butte County District Attorney on cases as appropriate.

### **√ Hearing Board and Variance Program**

The California Health and Safety Code requires each air district to maintain a Hearing Board which serves as a quasi-judicial body, acting on petitions and appeals for variances from District Rules and Regulations. Membership on the Hearing Board is specified in law and must include: one (1) attorney, one (1) professional engineer, one (1) representative from the medical profession, and two (2) public members. All members of the Hearing Board are appointed by the District Governing Board for terms of three (3) years. The current Hearing Board members are:

Carl Leverenz, Chair (attorney representative)  
Ms. Tammie Watkins P.E. (professional engineer representative)  
Dr. Julian Zener (medical professional representative)  
John Scott (public representative)  
Josh Sheppard (public representative)  
Dr. Melanie Marty (alternate medical professional representative)  
Kevin Tokunaga (alternate public representative)

In 2018, the Hearing Board heard one (1) petition for an emergency variance, one (1) petition for a short term variance and one (1) petition for an interim variance.

### **√ 2018-2019 Smoke Management Program**

The Sacramento Valley Smoke Management Program (SMP) governs all agricultural open burning in the Sacramento Valley. The SMP is reviewed on an annual basis by the Sacramento Valley Basinwide Air Pollution Control Council and forwarded to the California Air Resources Board for final approval. Amendments to the SMP were adopted by CARB on September 21, 2016.

As required by State law, District rules and the SMP, burn permits are issued to growers to burn agricultural wastes. In calendar year 2018, the District issued 748 burn permits. In addition to having a valid burn permit, growers may burn only on permissive agricultural burn days, as determined by the SMP and CARB. During calendar year 2018, there were 268 burn days, and 19,018 acres of agricultural wastes, including rice straw, were burned in Butte County. Most of the no-burn days in 2018 were on days of poor air quality due to smoke from wildfires.

The biggest element to the SMP is management of the intensive fall burn program, when peak demand occurs to burn rice straw after harvest. The intensive fall burn program focuses burn authorization decisions to reduce smoke impacts in populated areas from field crop burning. During the fall burn season, the Smoke Management Program Coordinator (SMPC), under contract with the BCC, coordinates burn day status and acreage allocations through an internet-based system used by each of the nine (9) air districts in the Basin. The SMPC works closely with CARB personnel and contract meteorologists to implement the Smoke Management Program. District

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personnel use the acreage allocations from the SMPC and meteorological forecasts to allocate fields to be burned. A conservative approach to allocations is employed by the CARB, SMPC, and District staff. Each year, the SMPC facilitates a fall burn training at a central location prior to the start of the intensive fall burn program. In a collaborative effort to increase knowledge and communication throughout the Basin, staff from districts and CARB provided presentations in two (2) separate training sessions. A similar training program is being implemented for 2019.

Fall of 2018 began the 18<sup>th</sup> year of District implementation of the Conditional Rice Straw Burning Permit Program (Program), which restricts the burning of rice straw to fields where there is a significant amount of confirmed disease (HSC 41865). The District logged 2,002 acres of rice straw burned for the period September 1, 2018 through May 31, 2019.

### √ **Residential Open Burning Program**

The District publicizes the daily burn day status for residential open burning on the District's website ([www.bcagmd.org](http://www.bcagmd.org)), on burn day status line (332-9407) and to the media. Staff also spend considerable time communicating with the public regarding residential open burning requirements. The District continues to closely coordinate the open burning program with local fire agencies. The local fire agencies rely on the District and the residential daily burn day status line to inform the public of the burn ban during fire season.

Staff continue to attend meetings with community groups and fire agency personnel. A complaint hotline was established in conjunction with the implementation of the new open burning regulations in order to provide the opportunity for staff to respond to complaints received after hours. The success of the hotline is being tracked.

### √ **Vapor Recovery Program**

Certified vapor recovery systems are required for all fuel transfers to and from gasoline storage tanks and at retail gasoline facilities. Non-retail gasoline facilities (fleet tanks or private fueling facilities) require a certified system be installed in certain circumstances (exemptions exist). These vapor recovery systems are under permit with the District and subject to regular inspections to verify that they meet certain vapor recovery performance and maintenance standards. In 2018 District Staff offered a compliance agreement program to assist stations required to install a new type of hose required by changes in State Regulations. This program allowed an extra three months for stations to meet the requirements. District staff also assist station operators with on-site training of station personnel during inspections or as requested, as part of our compliance assistance program.

### √ **Emission Reduction Credit Banking Program**

Federal and State requirements mandate emission increases at new and modified facilities to be offset under certain circumstances. District Rule 431, *Emission Reduction Credits and Banking*, establishes the procedures for recognizing emission reductions which are then eligible for use as "offsets" (called emission reduction credits or ERCs).

Key program areas include: 1) policy development, 2) issuance of biomass certificates of emission reduction credit, 3) issuance of stationary source certificates of emission reduction credit, 4) maintenance of the banking register, and 5) processing unclaimed credits for deposit into the District's community bank.

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To track ERC transactions, the District maintains a banking register. The tracking of ERC certificates can be quite complex. Certificates can be split, sold or leased, and there must be a clear paper trail that links the disposition of the credits to the initial certificate issued. In addition, portions of the credits deposited are placed in a community bank for air quality purposes, and/or are designated for use to promote essential public services. This information is posted on the District website and is updated as any changes occur.

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**District Goals and Performance Expectations  
for Fiscal Year 2019-2020**

**FY 2019-2020 Butte County Air Quality Management District Goals and Performance Expectations**

**Administrative Program**

<b>No.</b>	<b>Goals</b>	<b>No.</b>	<b>Performance Expectations and Metrics</b>
1	Keep the District Governing Board timely apprised of the status of significant District programs.	1.1	Prepare and present annually to the District Board a State of the District status report for the July Board meeting.
		1.2	Prepare periodic APCO Notes for Members of the Board summarizing the status of salient District issues.
2	Maintain an active and effective staff training program supporting each major District program.	2.1	Review annually and update a customized professional development training program for each staff member at the time of annual review.
		2.2	Maintain and train backup staff for each major District program area assignment.
		2.3	Provide annual sexual harassment bulletins to all employees per Administrative Code, Part B, Section 9.12.3.
		2.4	Ensure designated employees receive biennial ethics training as required by AB 1234.
3	Maintain an effective process to track assignments and ensure priorities are continuously reviewed and refined as necessary.	3.1	Conduct weekly staff priority meetings reviewing status and providing guidance on priority District issues.
		3.2	Continue to utilize a staff assignment tracking system.
		3.3	Ensure staff accountability on all tasks assigned.
4	Administer accounts payable and receivable in a timely, efficient and cost-effective manner.	4.1	Issue invoices including late notices by the 15 <sup>th</sup> of each month.
		4.2	Process accounts payable as required to meet payment due dates, considering cash flows.
5	Prepare an efficient, cost-effective, and balanced annual budget.	5.1	Annually, prepare and issue draft proposed budget by April 30 <sup>th</sup> .
		5.2	Annually, complete final Board action for Budget adoption by June 30 <sup>th</sup> .

**FY 2019-2020 Butte County Air Quality Management District Goals and Performance Expectations**

**Administrative Program**

<b>No.</b>	<b>Goals</b>	<b>No.</b>	<b>Performance Expectations and Metrics</b>
6	Implement an active and effective District safety program.	6.1	Hold quarterly training sessions with staff.
		6.2	Review and make any required revisions to District Injury, Illness and Prevention Plan (IIPP), and review with staff by December 31, 2019.
		6.3	Monthly, ensure staff complete online safety training through the Target Solutions program.
		6.4	Provide First Aid/CPR training as necessary to maintain certifications.
		6.5	Annually provide Respiratory Protection Training to all employees that are required to utilize respiratory protection during inspections and complaint investigations.
7	Maintain an active and effective District Administrative program, seeking continuous improvement in efficiency and cost effectiveness.	7.1	Perform annual review of Administrative Code Part B by December 31 <sup>st</sup> , incorporating revisions and updates as appropriate.
		7.2	Review program data collection and management requirements and revise the Administrative Code as appropriate.
		7.3	Update the Administrative Code as appropriate to reflect alternative payment options such as payment by credit card or electronic payments.
8	Maintain an attractive, competitive compensation and benefits program for District employees.	8.1	Implement the current Employee Memorandum of Understanding (MOU).
9	Maintain a staffing organization that efficiently implements District Programs.	9.1	Develop recommendations as appropriate for Board consideration regarding organizational changes.
		9.2	Review/evaluate implemented organizational changes annually for effectiveness and improvements.
		9.3	Successfully on-board new employees.

**FY 2019-2020 Butte County Air Quality Management District Goals and Performance Expectations**

**Administrative Program**

<b>No.</b>	<b>Goals</b>	<b>No.</b>	<b>Performance Expectations and Metrics</b>
10	Ensure revenue sources in each program area are in a reasonable proportion to actual program costs.	10.1	Review labor categories and continue to track program area costs versus program revenues to monitor cost recovery.
		10.2	As appropriate, develop recommendations for Board consideration regarding other revenue sources to fund programs with insufficient cost recovery.
11	Ensure the District's fiscal, human resources and technical programs comply with all applicable requirements.	11.1	Annual fiscal audit for FY 2018-2019 to be conducted and presented to the Board by June 30 <sup>th</sup> of the following fiscal year.
		11.2	Ensure payroll processing is performed accurately and on schedule.
		11.3	Ensure fiscal and human resource program policies comply with current legal requirements.
		11.4	Continue efforts to reduce Other Post Employment Benefit (OPEB) and unfunded Retirement liabilities.
12	Maintain an active and effective customer service training program.	12.1	Annually, provide each staff with customer service training.
		12.2	Discuss customer service issues as appropriate during weekly staff priority meetings.
13	Maintain a system to solicit public input on program effectiveness.	13.1	Continue to assist the public at the front counter and receive feedback on program effectiveness.
		13.2	Maintain contact information and ability to provide electronic notification on District activities.
		13.3	Respond to all comments within two (2) business days of receipt.
		13.4	Maintain Complaint Hotline and respond appropriately.

**FY 2019-2020 Butte County Air Quality Management District Goals and Performance Expectations**

**Administrative Program**

<b>No.</b>	<b>Goals</b>	<b>No.</b>	<b>Performance Expectations and Metrics</b>
14	Facilitate staff communication and program coordination for improved customer service.	14.1	Hold weekly priority meetings.
		14.2	Hold regular, scheduled program area meetings.
		14.3	Convene annual staff development and training day.

**FY 2019-2020 Butte County Air Quality Management District Goals and Performance Expectations**

**Grant Administration**

<b>No.</b>	<b>Goals</b>	<b>No.</b>	<b>Performance Expectations and Metrics</b>
1	Monitor and actively solicit State and federal and other agencies grant opportunities for District programs and interested County agencies, associations, and industry.	1.1	Identify new grant opportunities annually.
		1.2	Submit grant applications for the Carl Moyer Program, including State Reserve and Rural Assistance Program (RAP), as well as the FARMER Program and Community Air Protection (CAP) Program, within thirty (30) days of receipt of the State funding.
2	Maintain active and effective grant programs.	2.1	If funding is available, review and update criteria as appropriate for DMV and Special Clean Air Grant programs, by April 1 <sup>st</sup> of each year.
		2.2	Review and update criteria as appropriate for Carl Moyer, FARMER, and CAP grant programs based on State guidelines, within sixty (60) days of receipt of the State guidelines.
		2.3	Maintain, according to State and CAPCOA Guidelines, the GGRF Woodsmoke Reduction Program.
3	Ensure potential grant recipients are aware of grant programs.	3.1	Develop, review annually and update grant notification lists.
		3.2	Distribute grant application notifications thirty (30) days prior to each grant application deadline in accordance with the applicable guidelines and requirements.
4	Provide staff recommendations on grant awards.	4.1	Unless delegated to staff, provide to the AQMD Board, or assigned Board Committee, written recommendations with each grant request in accordance with the respective grant ranking criteria.
5	Administer all grant awards in accordance with written contracts.	5.1	Complete and execute contract for each grant prior to awarding funds.
		5.2	Monitor grant contracts for compliance and funding eligibility.
		5.3	Ensure tracking mechanism are in place and implemented for funding justification.

**FY 2019-2020 Butte County Air Quality Management District Goals and Performance Expectations**

**Grant Administration**

<b>No.</b>	<b>Goals</b>	<b>No.</b>	<b>Performance Expectations and Metrics</b>
6	Grant recipients shall be paid in a timely manner.	6.1	Distribute to grant recipients within sixty (60) days of receipt of an invoice, grant funds due and in compliance with the grant contract.
		6.2	Return invoices not complying with the contract, with an explanation of the problem and solution within thirty (30) days of receipt of the noncompliant invoice.

**FY 2019-2020 Butte County Air Quality Management District Goals and Performance Expectations**

**AQ Planning**

<b>No.</b>	<b>Goals</b>	<b>No.</b>	<b>Performance Expectations and Metrics</b>
1	Inform local planning authorities regularly of air quality requirements for land use development activities.	1.1	Ensure the current CEQA air quality handbook is available as a resource to the County, cities and interested parties.
		1.2	Work with Butte County and local municipalities as they implement their General Plans.
2	Provide specific comments on land use development projects as requested by local planning agencies.	2.1	Provide timely CEQA and NEPA comments to respective cities, county, and agencies on environmental review documents and general plan updates.
3	Maintain a reference resource of public information on air quality.	3.1	Maintain reference information for the public, upon request or on the District website.
		3.2	Participate in providing staff presentations on subjects as requested by local organizations, including, but not limited to, schools, industry groups, cities, and trade associations for all requests made at least one (1) week in advance.
4	Actively respond to media inquiries on District programs.	4.1	Provide same day response to media requests for information.
5	Maintain active District Web reference.	5.1	Quarterly, or more frequently as needed, review the status of the District web page with current air quality information and resources.
		5.2	Evaluate and reorganize applicable sections of the website.
6	Maintain current ambient air quality data information and keep the Board apprised of potential adverse air quality health issues.	6.1	Prepare biannual ambient air quality data summaries and submit to the Board.
		6.2	By June 30 <sup>th</sup> of each year, prepare an annual comparative air quality data calendar year summary report for the Board.
7	Implement active and effective Air Quality Attainment Plan.	7.1	Consider adopting rules and control measures based on the Attainment Plan commitments and annual rule adoption schedule.

**FY 2019-2020 Butte County Air Quality Management District Goals and Performance Expectations**

**AQ Planning**

No.	Goals	No.	Performance Expectations and Metrics
8	Submit required documentation or data for a proposed State Implementation Plan (SIP) for the 8-hour federal ozone standard.	8.1	Coordinate efforts to attain ambient air quality standards with other air districts, CARB and EPA.
		8.2	Ensure baseline and planning emission inventories are sufficiently accurate.
		8.3	Prepare and provide other submittals as required by EPA based on non-attainment status.
9	Implement the Sacramento Valley Basin Coordinating Council Attainment Plan program and other activities, coordinating consistent regulatory development and adoption.	9.1	Actively participate in Sacramento Valley Basinwide Air Pollution Control Council.
		9.2	Actively participate in the California Air Pollution Control Officers Association (CAPCOA) activities, including CAPCOA Board of Directors and other committees as appropriate.
10	Implement an active public education and outreach program to encourage voluntary measures to improve air quality.	10.1	Provide the public and media with daily air quality forecasts, issuing air quality advisories on poor air quality days.
		10.2	Implement the <b>Check Before You Light</b> program during the months of November through February, requesting residents avoid using wood heat on days the District issues an advisory due to forecast poor air quality.
		10.3	By May 1 <sup>st</sup> , evaluate and report to the Board regarding the effectiveness of the <b>Check Before You Light</b> program.
		10.4	Promote AQ awareness programs, such as EPA’s School Flag Program, or other activities to engage community action.
		10.5	Participate in inter-agency collaborative efforts to assess public health.

**FY 2019-2020 Butte County Air Quality Management District Goals and Performance Expectations**

**AQ Planning**

<b>No.</b>	<b>Goals</b>	<b>No.</b>	<b>Performance Expectations and Metrics</b>
11	Maintain capacity to respond to exceptional events.	11.1	Ensure that contacts with Butte County Public Health, Butte County OES, and ARB’s Office of Emergency Response remain current.
		11.2	Maintain E-BAM monitor and other sensors as needed to allow quick deployment to exceptional events or special studies.
12	Support efforts county-wide during the Camp Fire recovery effort.	12.1	Post air quality data received from CalRecycle and their contractor on the District Website.
		12.2	Participate as needed in various working groups.

**FY 2019-2020 Butte County Air Quality Management District Goals and Performance Expectations**

**Permitting/Registration**

<b>No.</b>	<b>Goals</b>	<b>No.</b>	<b>Performance Expectations and Metrics</b>
1	Review District program on an annual basis for compliance with new State and Federal requirements.	1.1	Conduct permit system review by December 1 <sup>st</sup> of each year and propose regulatory or procedural amendments as required and/or appropriate.
		1.2	As appropriate, update District's Administrative Code, Section 6 to incorporate local, State and federal rule and regulation changes and procedures.
		1.3	Budget and other priorities allowing, participate in quarterly CAPCOA Engineering Managers and Toxics Committee meetings.
2	Ensure permit applications are processed timely and in compliance with Federal, State and local requirements.	2.1	Determine application completeness within thirty (30) days of receipt for all applications.
		2.2	Issue 50% of regular non-NSR permits within ten (10) days of receiving a complete application.
		2.3	Issue all expedited permits within twenty-four (24) hours of receiving a complete application.
		2.4	Ensure all new sources of toxic air contaminants near schools are evaluated for health risks and applicable public notification procedures are followed prior to issuing authority to construct permits.
		2.5	Inspect new ATC permitted equipment or activities with fifteen (15) days of notification of commencing operations.
3	Implement measures to increase efficiency and cost effectiveness.	3.1	Refine automated permit issuance procedure to update, merge and print permits.
4	Implement the State and District portable equipment registration program.	4.1	Ensure registration renewals are processed on the 1 <sup>st</sup> of the month the certificate expires.
		4.2	Track low-use and emergency registrations to ensure compliance with hour limitations
		4.3	Review and issue new complete registrations within fifteen (15) days of receipt.
5	Implement the District agricultural engine registration and ATCM program.	5.1	Issue new registrations within ninety (90) days of receipt.

**FY 2019-2020 Butte County Air Quality Management District Goals and Performance Expectations**

**Permitting/Registration**

<b>No.</b>	<b>Goals</b>	<b>No.</b>	<b>Performance Expectations and Metrics</b>
6	Maintain an Emissions Reduction Credit (ERCs) Banking tracking program to allow quick reference to status of ERCs.	6.1	As appropriate, prepare quarterly summaries of ERC Banking transactions and post on the District website.

**FY 2019-2020 Butte County Air Quality Management District Goals and Performance Expectations**

**Toxics**

No.	Goals	No.	Performance Expectations and Metrics
1	Implement the AB 2588 Air Toxics "Hot Spots" Information and Assessment Act, including the emission inventory, health risk assessment, and public notification and risk reduction provisions, in accord with the timelines established by State law.	1.1	Maintain information available for the public regarding sources of toxic air contaminants in the District.
		1.2	Publish annual AB 2588 report, present at the September Board meeting, and distribute to CARB, the County Public Health Officer, and interested parties.
		1.3	Implement applicable public notification procedures prior to issuing authority to construct permits, pursuant to HSC 42301.6.
		1.4	Annually, update toxic emission inventory for sources with greater than ten (10) tpy criteria pollutant emissions.
		1.5	Evaluate health risk for new or modified sources of toxic air emissions at the time of permit issuance.
		1.6	Complete Quadrennial Update review for applicable facilities by December 31, 2019.
		1.7	Review and propose updates to District's AB 2588 Program to incorporate changes from the Office of Environmental Health Hazard Assessment (OEHHA) agency's new Health Risk Assessment Guidelines as appropriate.
		1.8	Obtain staff training on new Hotspots Analysis Reporting Program (HARP) as appropriate.
		1.9	Revise AB 2588 public notification procedures as appropriate based on CAPCOA guidance.
2	Review and coordinate implementation of naturally occurring asbestos regulations.	2.1	Process asbestos dust mitigation plans within thirty (30) days of receipt.
		2.2	Provide regulatory oversight on the Oroville Dam Spillway project.
3	Implement State and federal toxic standards.	3.1	Review, in coordination with CAPCOA and other air districts, selected State ATCMs and Federal MACT/NESHAPs standards.

**FY 2019-2020 Butte County Air Quality Management District Goals and Performance Expectations**

**Open Burning**

<b>No.</b>	<b>Goals</b>	<b>No.</b>	<b>Performance Expectations and Metrics</b>
1	Maintain active solicitation of agricultural community input concerning efficient and cost-effective implementation of the State mandated agricultural burning program.	1.1	Conduct semi-annual Agricultural Liaison Committee meetings, summarizing and discussing the status of the State mandates and burn programs.
2	Review District program on an annual basis seeking continuous improvement in efficiency and cost effectiveness.	2.1	Conduct annual burn program review by January 31 <sup>st</sup> of each year summarizing the salient information, including, but not limited to acres burned, burn days, problems encountered and corrective actions.
3	Coordinate residential open burning requirements with Butte County Fire and the municipalities.	3.1	Implement performance standards in Rule 300 that mirror standards and requirements imposed by Butte County Fire and the City of Chico.
4	Implement the Sacramento Valley Smoke Management Plan (SMP) based on sound science.	4.1	Actively participate in the annual SMP review/update, including soliciting input from the local agricultural community.
		4.2	Actively participate in the review/update to the contract for the Sacramento Valley BCC Burn Coordinator.
5	Maintain active communication of the agricultural burning regulations with the regulated community.	5.1	Conduct annual rice straw burning registration program prior to September 1 <sup>st</sup> annually.
		5.2	Review and update public information on the agricultural burn program prior to September 1 <sup>st</sup> annually.
		5.3	Update agricultural burn program information on the District web page as needed.
		5.4	Update daily District burn day status.

**FY 2019-2020 Butte County Air Quality Management District Goals and Performance Expectations**

6	Actively communicate residential burning regulations to the regulated community.	6.1	Provide public informational brochures to local fire stations and upon request to interested public.
		6.2	Generate public informational brochures on residential open burning requirements in Spanish and distribute to the public by November 1, 2019.
		6.3	Update the residential burn information on the District web page as needed.
		6.4	Update daily the residential burn day status.
		6.5	Regular attendance at Butte County Fire Safe Council meetings.
7	Assist implementing alternatives to open burning of residential vegetative wastes.	7.1	Identify and encourage viable alternatives to open burning.
		7.2	Identify grant opportunities to implement the alternatives, including but not limited to, the existing Chipper Program and green waste collection programs. Propose assistance from the Special Clean Air Grant Program, if funding is available.
		7.3	Work with the various stakeholders, including but not limited to, the Fire Safe Council, to implement the alternatives and grant opportunities.

**FY 2019-2020 Butte County Air Quality Management District Goals and Performance Expectations**

**Compliance**

<b>No.</b>	<b>Goals</b>	<b>No.</b>	<b>Performance Expectations and Metrics</b>
1	Ensure frequent inspections of permitted stationary sources.	1.1	Complete 50% of the scheduled annual inspections at permitted stationary sources.
		1.2	Reports for inspections involving violations of air quality regulations should be completed within three (3) business days from the date the inspection was completed and have priority over those inspections where no violations were observed. Reports for routine types of sources and investigations that do not involve observed violations of air quality regulations should be completed no later than ten (10) business days from the date of the inspection.
		1.3	Maintain database for tracking inspection frequency at stationary sources.
2	Implement the State Portable Equipment Registration Program (PERP).	2.1	Perform PERP registration home district inspections of each unit at least once every three (3) years.
		2.2	Inspect all home district, new, and renewal registrations within forty-five (45) days of notification by the owner.
		2.3	Complete inspection reports, including reporting the inspection to CARB through the PERP database, in accordance with the timeline established in section 1.2 above.
		2.4	Complete outreach to the regulated community on amendments to the PERP regulation and portable diesel engine ATCM.
3	Implement the District's Portable Equipment Registration Program.	3.1	Perform inspections of each unit at least once every three (3) years.
		3.2	Complete inspection reports in accordance with the timeline established in section 1.2 above.
4	Implement Agricultural Engine Registration Program.	4.1	Inspect all registered engines that have not yet been inspected by June 30, 2020, except drought engines kept in storage.
		4.2	Implement a tracking system so that the status and location of each registered engine be readily determined. GIS technology will be used if sufficiently developed.

**FY 2019-2020 Butte County Air Quality Management District Goals and Performance Expectations**

**Compliance**

<b>No.</b>	<b>Goals</b>	<b>No.</b>	<b>Performance Expectations and Metrics</b>
5	Provide compliance assistance to businesses and the regulated community related to new and existing air quality regulations.	5.1	Develop and distribute informational brochures, Fact Sheets, and other materials that help businesses and the public comply with air quality regulations.

**FY 2019-2020 Butte County Air Quality Management District Goals and Performance Expectations**

**Enforcement**

<b>No.</b>	<b>Goals</b>	<b>No.</b>	<b>Performance Expectations and Metrics</b>
1	Respond in a timely manner to citizen complaints.	1.1	Investigate complaints within twenty-four (24) hours of receipt.
		1.2	Follow-up with complaints within twenty-four (24) hours of the investigation.
		1.3	Reports for investigations involving violations of air quality regulations should be completed within three (3) business days from the date the investigation was completed and have priority over those investigations where no violations were observed.
2	Take appropriate enforcement in response to violations.	2.1	Issue appropriate enforcement notices in the field.
3	Maintain an active, effective and fair enforcement and civil settlement program providing sufficient incentives for compliance.	3.1	Ensure that enforcement actions are consistent with written policies, that civil penalties assessed are commensurate with the severity of the violation, and that enforcement actions are processed in a timely manner.
		3.2	Issue settlement offers within sixty (60) days of the notice date.
		3.3	Evaluate cases for prosecution which cannot be settled through the civil penalty program within 150 days of the notice date.
		3.4	Use small claims court as an appropriate remedy for settling administrative violations.
		3.5	Update the Civil Penalty Schedule to reflect changes in the CPI since the last update.
		3.6	Penalty reduction for successful burn training program completion
4	Liaison with other enforcement agencies and the local District Attorney as appropriate.	4.1	Budget and other priorities allowing, participate in quarterly CAPCOA Enforcement Managers meetings.
		4.2	Evaluate each enforcement action for potential for multi-media impacts and coordinate enforcement actions as appropriate with the responsible agencies and the District Attorney.