



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
June 22, 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=em1GWGk2cVJZTExqYmwraGw2T1pgdz09>

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.

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

CONSENT AGENDA

- | | | |
|------------|---|----------------------|
| 3.1 | Minutes of the May 25, 2023 Meeting of the Board of Directors. | Kelly Towne |
| 3.2 | Activity Report on Butte County Air Quality Management District Activities. | Stephen Ertle |
| 3.3 | Financial Status Report for Fiscal Year 2022-2023. | Aleah Ing |
| 3.4 | Status Report on Calendar of Events. | Stephen Ertle |
| 3.5 | Status Report on Communications. | Kelly Towne |
| 3.6 | AB 197 Emission Inventory District Grant | Stephen Ertle |

Agenda for June 22, 2023

BCAG Board Room

Meeting is scheduled to begin at 10:00 a.m.

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. Woodsmoke Reduction Program Approval | <i>Jason Mandly</i> |
| 6. Current Grant Project Summary Report | <i>Jason Mandly</i> |
| 7. FY23-24 Budget Adoption Hearing | <i>Stephen Ertle/
Aleah Ing</i> |

ITEMS FOR INFORMATION

- | | |
|---|-----------------------------|
| 8. APCO Report. 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> |
| 9. Other Business. | <i>Chair</i> |
| 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 agenda 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> |
| 11. Adjourn to Closed Session.
Conference with Labor Negotiators pursuant to Government Code Section 54957.6
Agency designated representatives: Stephen Ertle and Greg Einhorn
Employee organization: Butte County Air Quality Management District Employees Association | <i>Chair</i> |
| 12. Report From Closed Session. | <i>Chair</i> |

ADJOURNMENT

- | | |
|---|---------------------|
| 13. 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. | <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 or 530-332-9400 ext. 109



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PATRICK LUCEY
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Draft Minutes of the Butte County Air Quality Management District Governing Board of Directors Meeting of May 25, 2023

Members Present:

Bill Connelly	Supervisor, District 1
Peter Durfee	Supervisor, District 2
Tami Ritter	Supervisor, District 3
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:

Tod Kimmelshue	Supervisor, District 4
Doug Teeter	Supervisor, District 5

Staff Present:

Stephen Ertle	Air Pollution Control Officer
Patrick Lucey	Assistant Air Pollution Control Officer
Kelly Towne	Accounting Technician
Aleah Ing	Administrative Services Officer

Staff Remote:

Jason Mandly	Senior Planner
David Campbell	Air Quality Compliance Specialist II
Mason Moore	Hub International

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.

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

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

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

No additions or deletions.

3. Consent Agenda.

3.1 Minutes of the April 27, 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.

ACTION REQUESTED: Approve Consent Agenda Items.

Board comments: None

Public comments: None

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

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

NOES: None.

ABSTAIN: None.

ABSENT: Supervisor Kimmelshue and Supervisor Teeter

ITEMS FOR ACTION

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

No items removed from the Consent Agenda.

5. Annual Report on District Deferred Compensation Program

ACTION REQUESTED: Accept report

Mason Moore from Hub International spoke to the board about the District's deferred compensation program for the annual review and stated he meets with Stephen Ertle (APCO) and Aleah Ing (ASO) semiannual to make sure the District's needs are being met. The District has eleven employees receiving District contributions, six employees in the voluntary plan and two terminated participants. Total participant fees are currently a combined 1.42%. A full benchmark analysis will take place this year. ESG investing will not actively be placed in the plan and Secure Act 2.0 provisions will be implemented over the next few years. Lastly, funds are evaluated on a quarterly basis to verify that they have a passing score of 7-10 and all funds in the District's plans are passing.

Board discussion: Stephen Ertle, APCO, clarified that the match dollars mentioned in the report are the in-lieu of dollars for Social Security, which the District has opted out of, there are no additional funds added. Supervisor Ritter requested clarification on the two participants labeled as terminated. Mason Moore clarified that there were two

participants that were once employed by the District that have over \$5,000 in their accounts and they cannot force them out of the program. Supervisor Ritter also asked for clarification on ESG funds and Mason Moore clarified that they are now able as a fiduciary to look at if the fund is an ESG fund. There is no common denominator as to what a ESG fund is. Vice Mayor Tryon asked if there is a requirement to invest in an ESG and there is not.

Public discussion: None.

A motion was made by Vice Mayor Tryon and seconded by Councilmember Winslow to accept the Annual Report on District Deferred Compensation Program

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

NOES: None.

ABSTAIN: None.

ABSENT: Supervisor Kimmelshue and Supervisor Teeter

6. Other Post-Employment Benefits and CalPERS Liability Report

ACTION REQUESTED: Accept and file the PERS Annual Valuation reports for CLASSIC & PEPRA 6/30/2021 and the CERBT Account Summary as of 3/30/2023.

Aleah Ing, Administrative Services Officer presented the annual PERS valuation reports for Classic and PEPRA members through 06/30/2021. The report shows the District being 85.9% funded for Classic Pension Plan with a total unfunded pension liability of \$1,063,340. There is an increase in the employer cost for classic from 10.87% to 12.47% and 7.47% to 7.68% for PEPRA. PEPRA employee's contribution rate will increase from 6.75% to 7.75% effective July 1st. These reports use a positive projection of 6.8 rate of return and do not reflect the negative 6.1% investment net return that occurred during FY21-22 that accounts for 79% of CalPERS total fund and will impact the next valuation report.

Board Discussion: None.

Public Comments: None.

A motion was made by Councilmember Winslow and seconded by Vice Mayor Tryon to accept and file the PERS Annual Valuation report for CLASSIC & PEPRA 6/30/2021 and the CERBT Account Summary as of 3/30/2023.

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

NOES: None.

ABSTAIN: None.

ABSENT: Supervisor Kimmelshue and Supervisor Teeter

7. CAP Incentives Project Approvals

ACTION REQUESTED: Approve FY 2022-23 CAP Incentives Projects.

Jason Mandly, Senior Air Quality Planner, presented the Approved projects for Community Air Protection incentives. The District received close to \$1,000,000 for this year and had previous funds specifically to spend in disadvantaged communities per the requirements of the program. The district has been participating in the Community Air Protection Program for about 6 years. It meets the requirements of AB617 which is to prioritize zero emissions technologies, protect sensitive receptors, such as students and also to fund projects in low income and disadvantaged communities. Jason shared the California Priority Populations Map with the board identifying the State defined locations of low income and disadvantaged communities in Butte County.

The goal of the award round is to fund 70% of projects in Disadvantaged communities and 80% of projects in low-income communities. The District goes by the Policies and Procedures manual which is board approved and the guiding principles of AB617 to prioritize the project applications.

The District held several community meetings in March and April.

- Thermalito
- Chico
- Online via Zoom
- Paradise Grazing Festival information booth

During these meetings there was interest expressed in equipment replacement at schools, on-road alternatives to diesel and electric for school bus fleets in mountainous communities or for buses for field trips. There was interest in small engine projects in wildland-urban interface areas as well as for composite wood projects for schools and expanding the program to include woodstove replacement projects.

There was a Request for Proposals throughout April and May for CAP, Carl Moyer, and FARMER at the same time. While the Carl Moyer and FARMER programs were oversubscribed, the Community Air Protection program was not. The awards are grouped into three categories:

- Disadvantage communities (DAC)
 1. Farming projects
 2. Thermalito UESD
 3. 300,00 woodsmoke Program
 4. 300,000 Commercial Lawn & Garden
 5. 300,000 Residential Lawn & Garden
- Low income (LI)
 1. Thermalito UESD
 2. 25,000 Residential Lawn & Garden
- Outside DACs & LI – prioritize schools and zero emissions
 1. Durham USD – Lawn and Composite wood

Board discussion: Councilmember Winslow questioned the base address for business and what if they fall in the residential area. For example, Chapman is more residential and has few businesses in the area. Suggest shifting funds from the commercial DAC program to the Residential DAC program. Vice Mayor Smith stated that the Thermalito

DAC area was much the same. Supervisor Durfee also questioned the residential vs. commercial aspect in the DAC communities. Jason Mandy stated that the Board could choose a funding path that makes sense to the Board. He also stated that Commercial entities throughout the county could apply to the Carl Moyer Lawn & Garden program. After discussion, the Board chose to amend the proposal for the DAC Lawn & Garden residential and commercial programs. The decision was to combine the funds together for a total of \$600,000 with residential receiving minimum \$400,000.

Upon conclusion of the CAP Incentive Project Approvals Vice Mayor Tryon questioned if there were any Biomass projects in the works. Stephen Ertle, Air Pollution Control Officer, replied that the BCC (Sacramento Valley Basinwide Air Pollution Control Council) is planning a Biomass Summit later this year. There are projects in the works focused specifically on Ag, while other entities are focusing on handling forestry. Discussion was centered on the increase in fuels from burn scars, forestry tree removal and increasing ag orchard removal due to fluctuating crop prices.

Public comments: None.

A motion was made by Supervisor Durfee to approve the CAP Incentives Project Approvals with an amendment to combine the Disadvantaged Communities Lawn & Garden Residential and Commercial Programs into one with a total amount of \$600,000 with a minimum of \$400,000 for the residential sector and was seconded by Supervisor Connelly.

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

NOES: None.

ABSTAIN: None.

ABSENT: Supervisor Kimmelshue and Supervisor Teeter

8. Initial Public Hearing for Proposed Fiscal Year 2023-2024 Budget

ACTION REQUESTED:

1. Open initial Public Hearing and accept comments
2. Take no action on the Proposed Fiscal Year 2023-2024 Budget at this time

Chair Ritter opened the Public hearing at 10:37 a.m. and stated that the hearing will remain open until the second hearing held on June 22, 2023.

Aleah Ing, Administrative Services Officer stated that the FY 2023-24 budget was released to the public on April 25, 2023. Two public workshops were held on May 2, 2023 with no public attendance. Two public hearings are being held, one today and one on June 22, 2023 for the scheduled adoption of the budget. The proposed operating budget is \$2,067,974 with a total budget of \$4,343,394. Grants make up 51% of the budget. The District anticipates changes to the grants before budget adoption. There is a 5% CPI rate used for budgeting projections which will be updated as soon as the April-to-April CPI index from the State of California becomes available. The District relies on one-time grant revenues. In preparing the budget significant effort was made to project staff time on grant programs. Staff will provide quarterly updates on grant revenue implementation. Program cost recovery efforts will continue to address

structural budget shortfalls. Those efforts will likely include additional revenue initiatives and the development of multi-year budget projections. With the Rule adoption at the last meeting, we are able to propose a balanced budget.

Board discussion: None.
Public comments: None.

9. APCO Report.

ACTION REQUESTED: None. This item is provided for information and discussion.
No APCO report this month.

10. Other Business. None.

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

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

13. Report From Closed Session. None

14. The meeting adjourned at 10:42 a.m. The next Board of Directors Meeting is scheduled for June 22, 2023, at 10:00 a.m. at the Butte County Association of Governments Board Room, 326 Huss Drive, Suite 100, Chico, California.

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

I hereby attest that this is a true and correct copy of the action taken by the Butte County Air Quality Management District Board of Directors on May 25, 2023.

ATTEST: _____
Kelly Towne, Clerk of the Governing Board



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Assistant Air Pollution Control Officer

Date of Release: June 15, 2023

Board Consideration: June 22, 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 May 31st.

ACTION REQUESTED:

Accept and file report.

Attachment:
2023 Activity Report

2023 Activity Report

Activity	2021	2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD ¹
Permits to Operate Issued/Renewed	788	813	51	66	44	63	151								375
Authority to Construct Permits Issued	46	50	4	2	1	4	2								13
Portable Equipment Registrations	22	34	1	2	1	2	3								9
Engine Registrations Issued/Renewed	30	261	0	0	0	0	0								0
Inspections Performed by Facility	115	496	40	36	32	23	49								180
Inspections Performed by Permits	193	658	35	50	40	30	76								231
Status Change Reports Received	45	3	1	4	0	0	4								9
Agricultural Burn Days ²	345	356	31	28	31	30	31								151
Agricultural No-Burn Days ²	20	9	0	0	0	0	0								0
Burn Permits Issued	845	750	62	79	62	82	80								365
Burn Notifications	4,332	5,152	291	451	191	437	393								1,763
Rice Fields Reported Harvested	341	375	0	0	0	1	0								1
Complaints Received	135	134	6	2	4	2	4								18
Notices of Noncompliance Issued	70	104	4	5	4	17	14								44
Notices to Comply Issued	13	23	0	0	0	0	1								1
Public Outreach	524	499	37	30	44	55	28								194
Environmental Documents Reviewed	2	5	0	1	0	0	0								1
Public Records Requests	X	64	1	1	3	3	1								9

¹ YTD = Year-to-date totals

X=2022 First Year Reporting Public Records Requests



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Date of Release: June 15, 2023

Board Consideration: June 22, 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 2022-2023**

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, 2022 to May 31, 2023 and the Balance sheet for the period ending May 31, 2023. The FY 22-23 Budget was adopted 6/23/2022; amended on 10/27/2022; and Amended on 4/27/2023 with the current projections showing a deficit.

The Services and other operations expenditures are currently at 57.27% of budget due to time of expenditures and the tighter spending of these funds than budgeted to help with the budgeted deficit.

Rents leases repairs and maintenance expenses are at 43.35% of budget and are expecting this to be under budget due to tighter spending and deferring some building maintenance to reduce the budgeted deficit.

Professional/Consulting services are at 41.1% of budget due to timing of some contracts that are not completed yet. We are expecting additional contracts to be paid out by year end however do anticipate a reduction in services expensed that will be re-budgeted next year and contingency funds are not anticipated to be used.

Agenda Item 3.3

Grant expenses are at 37.63% due to restricted grant funds that are budgeted to be expended but contracts have not been executed with grantees. This is related to timing of pass-through grants and year end budget amendments are anticipated when additional information is available on executed grant agreement timing.

The District is expecting to provide a final year end budget amendment when more accurate actual expenditure information is available.

Attachment:

Fiscal Year 22-23 May Balance Sheet

Fiscal Year 22-23 May Revenue & Expense Report

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

	May 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1002 · Cash on Hand - Change Box	200.00
1003 · Bank of America - General-0648	117,512.26
1004 · Bank of America - Payroll-0649	35,911.30
1007 · B of A Reserve Acct - 1789	329,652.33
1010 · B of A - 0980 (Grant 1)	149,590.35
1011 · Tri Counties - Carl Moyer 2618	937,085.45
1012 · Tri Counties - FARMER - 6831	1,624,471.67
1013 · Tri Counties - CAP-6855	81,406.43
1017 · Tri Counties - AB 617-6818	59,511.18
1018 · State LAIF Acct	1,225,965.43
Total Checking/Savings	4,561,306.40
Accounts Receivable	
1200 · Accounts Receivable	980,754.52
Total Accounts Receivable	980,754.52
Other Current Assets	
1102 · Due From Other Governments	127,889.61
1500 · Undeposited Funds	4,594.71
Total Other Current Assets	132,484.32
Total Current Assets	5,674,545.24
TOTAL ASSETS	5,674,545.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	29,920.43
2001 · A/P - Grantees	1,837,391.00
Total Accounts Payable	1,867,311.43
Other Current Liabilities	
2100 · Accrual Payroll & Benefits	
210011 · PERS Survivor Benefits	5.47
210013 · MED FLEX	1,063.10
Total 2100 · Accrual Payroll & Benefits	1,068.57
2107 · Unearned Revenue	
210904 · FARMER	368,002.37
210906 · Carl Moyer	109,027.85
210910 · Community (CAP)	296,767.89
210914 · AB 617	59,494.99
Total 2107 · Unearned Revenue	833,293.10

	May 31, 23
2109 · Unavailable Revenue	744,370.39
Total Other Current Liabilities	1,578,732.06
Total Current Liabilities	3,446,043.49
Total Liabilities	3,446,043.49
Equity	
3100 · Reserves	320,255.00
3200 · Restricted Fund	
3004 · Carl Moyer Program	684,228.25
3005 · Reserved FARMER Prgm	717,227.99
3012 · Community (CAP)	799,267.69
Total 3200 · Restricted Fund	2,200,723.93
3900 · Retained Earnings	-937,007.17
Net Income	644,529.99
Total Equity	2,228,501.75
TOTAL LIABILITIES & EQUITY	5,674,545.24

Butte Co. Air Quality Management Dist.
Profit & Loss Budget vs. Actual
 May 2023 -91.67% of the Year

Accrual Basis

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
421 · License and Permits				
4213010 · Ag Burn Permits	89,855.31	91,000.00	-1,144.69	98.74%
4213013 · Ag Engine Registration Program	0.00	350.00	-350.00	0.0%
4213020 · Title V Permits	4,564.28	4,500.00	64.28	101.43%
4213030 · Operating Permits	313,248.16	345,000.00	-31,751.84	90.8%
4213035 · Portable Engine Registration	43,286.73	42,800.00	486.73	101.14%
4213038 · Asbestos Program	0.00	0.00	0.00	0.0%
4213040 · Auth to Construct	27,319.42	29,000.00	-1,680.58	94.21%
4213060 · Misc. Other Permits	300.00	600.00	-300.00	50.0%
Total 421 · License and Permits	478,573.90	513,250.00	-34,676.10	93.24%
430 · Fines, Forfeitures & Penalties				
4300001 · Civil Settlements	49,067.29	47,000.00	2,067.29	104.4%
Total 430 · Fines, Forfeitures & Penalties	49,067.29	47,000.00	2,067.29	104.4%
441 · Interest Income	18,823.40	2,000.00	16,823.40	941.17%
451 · Intergovernmental				
45000 · Governmental Funds				
4500001 · State Subvention	65,301.09	65,300.00	1.09	100.0%
4511001 · DMV Surcharge	669,238.08	740,000.00	-70,761.92	90.44%
Total 45000 · Governmental Funds	734,539.17	805,300.00	-70,760.83	91.21%
45105 · Direct Grant Funds				
4510500 · AB 2588 Hot Spots Fee	134.00	134.00	0.00	100.0%
4510501 · 105 Pilot Project Grant Funding	0.00	60,546.00	-60,546.00	0.0%
4510502 · AB 197 Funding	0.00	8,583.00	-8,583.00	0.0%
4510503 · AB 617 Funding	34,570.91	48,425.00	-13,854.09	71.39%
4510504 · Prescribed Fire Grant	7,311.64	32,700.00	-25,388.36	22.36%
4510505 · GHG Oil & Gas Funding	6,000.00	6,000.00	0.00	100.0%
Total 45105 · Direct Grant Funds	48,016.55	156,388.00	-108,371.45	30.7%
45109 · Pass Through Grants				
4510904 · FARMER Funding	612,237.50	612,237.50	0.00	100.0%
4510906 · Carl Moyer Grant	761,572.86	561,315.20	200,257.66	135.68%
4510915 · Community Air Program (CAP)	438,202.46	1,182,572.85	-744,370.39	37.06%
Total 45109 · Pass Through Grants	1,812,012.82	2,356,125.55	-544,112.73	76.91%
Total 451 · Intergovernmental	2,594,568.54	3,317,813.55	-723,245.01	78.2%
471 · Miscellaneous Revenue				
4712523 · Other Misc. Revenue	42,711.82	37,395.00	5,316.82	114.22%
4712550 · Implementation Funds	201,278.99	251,027.30	-49,748.31	80.18%
Total 471 · Miscellaneous Revenue	243,990.81	288,422.30	-44,431.49	84.6%
Total Income	3,385,023.94	4,168,485.85	-783,461.91	81.21%
Gross Profit	3,385,023.94	4,168,485.85	-783,461.91	81.21%
Expense				
511 · Payroll Expenses				
511001 · Salaries & Wages	744,508.51	881,250.00	-136,741.49	84.48%
512000 · Extra Help	4,711.91	16,000.00	-11,288.09	29.45%
514000 · Overtime	655.80	4,000.00	-3,344.20	16.4%
518 · Employee Benefits				
518008 · Health Care	183,328.87	221,957.00	-38,628.13	82.6%
518009 · Cafeteria	27,280.34	32,100.00	-4,819.66	84.99%
518010 · Other Employee Benefits	19,543.83	22,378.00	-2,834.17	87.34%
518700 · Retirement Pension	117,857.19	140,085.86	-22,228.67	84.13%
518800 · Contrib to Pension Liability	130,886.00	130,890.00	-4.00	100.0%
518900 · Retiree's OPEB	44,474.68	52,601.00	-8,126.32	84.55%
518901 · Contrib to OPEB Liability	19,795.00	19,795.00	0.00	100.0%
Total 518 · Employee Benefits	543,165.91	619,806.86	-76,640.95	87.64%
Total 511 · Payroll Expenses	1,293,042.13	1,521,056.86	-228,014.73	85.01%
520 · Materials & Supplies				
521104 · Postage	3,443.10	3,500.00	-56.90	98.37%
522201 · Office Supplies	8,002.02	9,500.00	-1,497.98	84.23%
523001 · Telecommunications	13,379.60	16,000.00	-2,620.40	83.62%

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
524544 · Utilities - Elec/Gas/Wtr/Grbge	6,940.12	9,080.00	-2,139.88	76.43%
525545 · Auto Fuel Costs/ Road Expense	4,201.26	6,500.00	-2,298.74	64.64%
Total 520 · Materials & Supplies	35,966.10	44,580.00	-8,613.90	80.68%
530 · Services & Other Operating				
531201 · Household Janitorial	4,707.00	5,700.00	-993.00	82.58%
532527 · Insurance -Liability & Vehicle	13,974.47	16,872.00	-2,897.53	82.83%
533533 · Memberships, Dues & Subscript..	5,572.88	6,000.00	-427.12	92.88%
534537 · Public & Legal Notices	1,633.89	3,500.00	-1,866.11	46.68%
535540 · Public Outreach	5,489.00	13,700.00	-8,211.00	40.07%
536101 · Training	5,820.20	10,500.00	-4,679.80	55.43%
537202 · Travel & Conference Expenses	12,227.34	30,030.00	-17,802.66	40.72%
Total 530 · Services & Other Operating	49,424.78	86,302.00	-36,877.22	57.27%
540 · Rents Lease, Repair, NonCapital				
541538 · Property Rents & Leases	266.00	300.00	-34.00	88.67%
542539 · Equipment Rents & Leases	549.18	740.00	-190.82	74.21%
543103 · Office Furniture & Equip	1,590.79	3,300.00	-1,709.21	48.21%
543203 · Computer Equipment	8,632.28	12,500.00	-3,867.72	69.06%
543204 · Computer Software-Subscriptions	9,295.49	30,900.00	-21,604.51	30.08%
543541 · Air Monitoring Equipment & Main	2,078.28	5,735.00	-3,656.72	36.24%
544001 · Vehicles Maintenance	1,695.49	4,960.00	-3,264.51	34.18%
544042 · IT Maintenance	20,654.13	35,100.00	-14,445.87	58.84%
544103 · Building Maintenance	2,382.69	15,225.00	-12,842.31	15.65%
Total 540 · Rents Lease, Repair, NonCapital	47,144.33	108,760.00	-61,615.67	43.35%
550 · Professional/Consulting Service				
551137 · AB2588 Hot Spots Fee	134.00	134.00	0.00	100.0%
551536 · Professional Services	27,952.65	66,200.00	-38,247.35	42.23%
551547 · Legal Services	15,000.00	18,500.00	-3,500.00	81.08%
555580 · Contingencies	0.00	20,000.00	-20,000.00	0.0%
Total 550 · Professional/Consulting Service	43,086.65	104,834.00	-61,747.35	41.1%
560 · Grants				
560006 · Carl Moyer Grant	194,003.64	677,974.23	-483,970.59	28.62%
560007 · Community Air (CAP)	762,379.75	1,566,115.86	-803,736.11	48.68%
560009 · WoodSmoke Grant	0.00	0.00	0.00	0.0%
560020 · Special Clean Air Grants	24,404.53	35,000.00	-10,595.47	69.73%
560021 · FARMER	235,242.04	952,470.03	-717,227.99	24.7%
Total 560 · Grants	1,216,029.96	3,231,560.12	-2,015,530.16	37.63%
565 · Debt Service				
565087 · GASB 87 Lease Principal	52,675.56	52,950.00	-274.44	99.48%
565987 · GASB 87 Lease Interest & Other	3,124.44	2,850.00	274.44	109.63%
Total 565 · Debt Service	55,800.00	55,800.00	0.00	100.0%
570 · Capital Outlay				
571105 · Buildings & Improvements	0.00	0.00	0.00	0.0%
573105 · Vehicles -Fixed Asset Inventory	0.00	0.00	0.00	0.0%
Total 570 · Capital Outlay	0.00	0.00	0.00	0.0%
Total Expense	2,740,493.95	5,152,892.98	-2,412,399.03	53.18%
Net Ordinary Income	644,529.99	-984,407.13	1,628,937.12	-65.47%
Net Income	644,529.99	-984,407.13	1,628,937.12	-65.47%

The FY 22-23 Budget was adopted 6/23/2022; Amended on 10/27/2022; Amended on 04/27/2023.



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

Date of Release: June 15, 2023

Board Consideration: June 22, 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
June 25–27	CSDA Leadership Summit	Olympic Valley
July 4	Independence Day	Office Closed
July 5	Fire Safe Council Meeting	Paradise
July 11	Vapor Recovery Meeting	Zoom
July 12	CAPCOA Grants & Mobile Source and Public Outreach	Zoom
July 12-13	Enforcement Managers	Santa Barbara
July 13	QEEPS	Chico
July 13	CAPCOA Planning Managers	Zoom
July 19	Technical Advisory Committee (TAC)	Red Bluff
July 24 th & 25 th	CAPCOA Engineering Managers	Zoom
July 27	Butte County AQMD Board Meeting	Chico
August 2	Fire Safe Council Meeting	Paradise
August 4	Sacramento Valley Basinwide Control Council Meeting (BCC)	Chico
August 9	CAPCOA Grants & Mobile Source and Public Outreach	Zoom
August 10	CAPCOA Planning Managers	Zoom
August 16	Technical Advisory Committee (TAC)	Willows
August 9-11	CAPCOA HR/Fiscal Meetings	TBD
August 24	Butte County AQMD Board Meeting	Chico
September 13	CAPCOA Grants & Mobile Source and Public Outreach	Zoom
September 14	CAPCOA Planning Managers	Zoom
September 20, 2023	Technical Advisory Committee (TAC)	Colusa
September 28, 2023	Butte County AQMD Board Meeting	Chico

Agenda Item 3.4

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TAMI RITTER, CHAIR
Supervisor, District #3

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Councilmember, Gridley

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STEPHEN ERTLE
Air Pollution Control Officer

PATRICK LUCEY
Assistant Air Pollution Control Officer

Date of Release: June 15, 2023

Board Consideration: June 22, 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:

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TAMI RITTER, CHAIR
Supervisor, District #3

ANGEL CALDERON, VICE CHAIR
Councilmember, Gridley

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Supervisor, District #1

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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: May 18, 2023

Board Consideration: May 25, 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: **AB 197 Emission inventory Grant Year Six Agreement**

ISSUE:

The California Air Resources Board (CARB) has approved a grant under AB 197 to facilitate the review and update of emissions inventory data for certain facilities under permit with the District. Staff request the Board receive the funds and authorize the grant agreement.

ACTION REQUESTED:

Approve Resolution 2023-11 to receive funding and authorize the Air Pollution Control Officer to enter into an agreement with CARB.

DISCUSSION:

In 2016 AB 197 was signed into law increasing legislative oversight on CARB and mandating additional emissions reporting requirements. The emissions reporting requirements require annual updates to the state-wide emissions inventories, for greenhouse gases, criteria pollutants, and toxic air contaminants. The emission data is to be updated annually and made public.

The local air districts have been reporting stationary source criteria pollutant and toxic air contaminant emissions for decades. The reporting under AB 197 will require the local air districts to review their sources and data and make updates as appropriate per the AB 197 program. CARB has made funding available to assist the air districts in this review.

CARB has approved year six funding for the District to implement the AB 197 emissions reporting. The funding amount is \$8,583. The District can accomplish this task utilizing existing resources.

Attachment:
Resolution 2023-11

Agenda Item 3.6

**RESOLUTION 2023-11
BEFORE THE BOARD OF DIRECTORS OF
BUTTE COUNTY AIR QUALITY MANAGEMENT DISTRICT
STATE OF CALIFORNIA
AUTHORIZE GRANT AGREEMENT WITH THE CALIFORNIA AIR RESOURCES BOARD
TO IMPLEMENT AB 197 EMISSIONS INVENTORY REPORTING PROGRAM FOR
ROUND SIX OF THE GRANT**

Resolution 2023-11)
 Authorize Grant Agreement with the)
 California Air Resources Board to Implement)
 AB 197 Emissions Inventory Reporting Program)
 For Round Six)

WHEREAS, in 2016 the California Legislature passed and the Governor signed Assembly Bill (AB)197 which requires, in part, the California Air Resources Board (CARB) to improve air pollution data collection and reporting for certain sources of air pollution state-wide;

AND WHEREAS, funding was provided for related expenses necessary to implement AB 197 in the states FY 2023-2024 budget;

AND WHEREAS, the Butte County Air Quality Management District (District) has been approved by CARB for a grant of \$8,583 to assist the District in the implementation of District responsibilities during the implementation of AB 197;

THEREFORE, BE IT RESOLVED, that the Butte County Air Quality Management District Board, hereby accepts the grant funds and authorizes the Air Pollution Control Officer to execute a grant agreement with CARB, and take related actions subject to District legal counsel review;

On Motion of Supervisor Lucero, Seconded by Supervisor Teeter the foregoing resolution is hereby PASSED AND ADOPTED by the Air Quality Management District Board of Directors on this 22nd day of June 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 June 22, 2023.

ATTEST: _____
 Kelly Towne, Clerk of the Governing Board



TAMI RITTER, CHAIR
Supervisor, District #3

ANGEL CALDERON, VICE CHAIR
Councilmember, Gridley

BILL CONNELLY
Supervisor, District #1

DEBRA LUCERO
Supervisor, District #2

TOD KIMMELSHUE
Supervisor, District #4

DOUG TEETER
Supervisor, District #5

CHUCK NUCHOLS
Councilmember, Biggs

ALEX BROWN
Councilmember, Chico

CHUCK REYNOLDS
Mayor, Oroville

ROSE TRYON
Councilmember, Paradise

STEPHEN ERTL
Air Pollution Control Officer

PATRICK LUCEY
Assistant Air Pollution Control Officer

Date of Release: June 15, 2023

Board Consideration: June 22, 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 Approval.**

ISSUE:

CARB has updated the State Woodsmoke Reduction Program Guidelines and allocated state funds to the District to implement Year 3 of the program.

ACTION REQUESTED:

Adopt the proposed resolution authorizing District participation in the State Woodsmoke Reduction Program.

DISCUSSION:

The State Woodsmoke Reduction Program (Program) is a statewide program that uses cap-and-trade funds to reduce greenhouse gas and other pollutant emissions including particulates. The Program is designed to help households replace an uncertified wood-burning device, used as a primary source of heat, with a cleaner and more efficient device. Increased incentives are available for disadvantaged communities, low-income communities, and low-income households.

The District participated in Years 1 and 2 of the Woodsmoke Reduction Program in 2018 through 2020. \$5,000,000 was allocated statewide in the FY2021-2022 state budget to fund additional projects. The District was awarded \$221,798 in project funds, \$23,452 in project implementation funds, and signed a grant agreement with the California Air Resources Board (CARB) before the deadline of June 9, 2023. CARB requires Governing Board approval before projects can begin. Staff expect to receive funds in June or July 2023.

CARB updated the State Program Guidelines in February 2023. Updates to the State Program Guidelines include the following changes from previous funding years:

1. Natural gas-fired devices are no longer eligible as replacement devices.
2. Only a limited selection of non-catalytic wood stoves and inserts are eligible as replacement devices. This follows a nationwide review of EPA's certification process. All catalytic wood-burning devices and pellet stoves/inserts meeting current EPA standards are eligible as replacement devices.

3. Addition of hybrid wood stoves and inserts as an eligible device.
4. Increased maximum voucher amounts for electric heat pump projects.
5. Allowance for the applicant to keep the old wood-burning device in case of power-outages if installing an electric heat pump.

The District is updating the Program Workplan based on the updated State Program Guidelines and is working with neighboring air districts to have a consistent regional program for the benefit of regional Participating Retailers. A working draft is attached, however additional updates may be needed before launching the program this summer. Once the Workplan is finalized, the District will train Participating Retailers and launch the Program. The District maintains an outreach list of interested residents who will be contacted during Program Outreach. Additional projects in Disadvantaged Communities have been approved by your Board to be funded using Community Air Protection Incentive funds.

Attachments:

Resolution 2023-10 Approval of District Participation in the State Woodsmoke Reduction Program Year 3 (FY2021-2022)

Draft 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 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). 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 disadvantaged¹ or low-income² communities and low-income³ 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~~

¹ Disadvantaged community census tracts are those identified by CalEPA using CalEnviroScreen 4.2.0. ~~Maps~~ A map of disadvantaged communities is available at <https://webmaps.arb.ca.gov/PriorityPopulations/>. ~~http://www.calepa.ca.gov/EnvJustice/GHGInvest/~~

² 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~~

³ 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, tThe old, uncertified device must be rendered permanently inoperable and recycled before payment can be issued to the Installer.

Existing Wood Stove

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](#).⁴
- 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

⁴ <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 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 methodologies⁵ and reporting guidance⁶ 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;

⁵ Available at www.arb.ca.gov/cci-quantification

⁶ Available at 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 (by April-June 30¹, 2023⁰)
2	Receive funds (by June 30, 2023⁰)
3	Submit “Awarded” Reports to CARB (by December-June 1, 2023⁰)
4	Begin installations
5	Submit “Implemented” Reports (semi-annually)

4	Submit "Fiscal" Reports (quarterly)
5	Complete installations (by June 30, 2025)
6	Submit "Closeout" report (by December 1, 2025)
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.

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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

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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

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 Community¹
- Applicant participates in a Low-Income program (WIC, CARE, LIHEAP)
- Low Income Household (household income below \$67,277 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:

- Owner / Tenant Agreement

¹ <https://webmaps.arb.ca.gov/PriorityPopulations>

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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 (verify other participating Air Districts for Year 3) 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, an electric stove heater, or an electric 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 for new pellet, wood-burning, and electric stove devices or \$5,000 for new electric heat pump installations. 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. Applicants are eligible for an Enhanced Voucher if the project is in a [Low Income or Disadvantaged Community](#)¹ or if the applicant participates in a Low Income program (WIC, CARE, LIHEAP), or if the household income is below \$67,277. 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 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.
9. This voucher program 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).

¹ <https://webmaps.arb.ca.gov/PriorityPopulations>
June 22, 2023

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	jmandly@bcaqmd.org

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.

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
 Electric stove heater Electric heat pump

*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: \$1,000 for new pellet, wood-burning, and electric stove devices or \$5,000 for new electric heat pump installations.
- Enhanced Incentive: up to \$5,000 for new pellet, wood-burning, and electric stove devices or \$10,000 for new electric heat pump installations (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 \$67,277 annually

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

District Use Only

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

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, (verify other Participating Districts) counties of California.
- e. 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. The participating retailer who installs the new device is responsible for properly dismantling and disposing of the old device.
- g. 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. 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. I understand that I am responsible for paying 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 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. 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. 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. I understand that the District and the State of California may inspect all work and associated records with 30-day advanced notice.
- n. 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 Enhanced Voucher

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:	
Retailer Signature:	Date:
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 \$1,000 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.
- 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, electric stove / insert, or electric heat pump. 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.
- This Voucher cannot be redeemed by the applicant for cash. It can only 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 the Butte County Air Quality Management District.
- 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 Homeowner.
- 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

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

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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

Electric Stove Electric 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

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

_____ (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 Retailer Provisions, which are incorporated by reference herein.

Maximum Amount: 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 the maximum voucher amount listed on eligible Standard and Enhanced vouchers.

Agreement Term: 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 2025 or, if earlier, the date on which all project dollars are spent.

Amendment: No changes, modifications, or amendments in the terms and conditions of this Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the DISTRICTS and Subrecipient. Any request for an amendment to this Agreement must be made in writing at least thirty (30) days prior to the end date of this Agreement or the request may be denied.

Cancellation: This Agreement may be cancelled by any party by giving written notice to the other at least 30 days in advance; provided, however, that individual DISTRICTS may terminate this Agreement within the jurisdiction of their District immediately for reasons stated in the Woodsmoke Reduction Program (Program) Retailer Provisions, incorporated by reference herein.

Contact persons:

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: _____

This agreement also consists of the following attachment(s) that are incorporated herein:

- Woodsmoke Reduction Program Retailer Provisions
- Voucher Tracking Form
- Recycler Certification Form
- Acknowledgement of Training Form

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.

_____	Date: _____
Signature Subrecipient	
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
Signature Butte County Air Quality Management District	
_____	Date: _____

<u>Butte Program Contact:</u> Name: Jason Mandly Phone: 530-332-9400 x108 E-mail: jmandly@bcaqmd.org Fax: 530-332-9417	<u>Butte Fiscal Contact:</u> Name: Aleah Ing Phone: 530-332-9400 E-mail: aing@bcaqmd.org Fax: 530-332-9417

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 \$1,000 for new pellet, wood-burning, and electric stove devices or \$5,000 for new electric heat pump installations .
 - 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. 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. 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.
12. 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. As a Participating Retailer, I understand that the District will not reimburse me for expired vouchers.
 14. 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. 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. 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. 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.
 18. As a Participating Retailer, I agree to address and resolve unanticipated issues expeditiously with the District.
 19. 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. 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. 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. 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.

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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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TAMI RITTER, CHAIR
Supervisor, District #3

ANGEL CALDERON, VICE CHAIR
Councilmember, Gridley

BILL CONNELLY
Supervisor, District #1

DEBRA LUCERO
Supervisor, District #2

TOD KIMMELSHUE
Supervisor, District #4

DOUG TEETER
Supervisor, District #5

CHUCK NUCHOLS
Councilmember, Biggs

ALEX BROWN
Councilmember, Chico

CHUCK REYNOLDS
Mayor, Oroville

ROSE TRYON
Councilmember, Paradise

STEPHEN ERTLE
Air Pollution Control Officer

PATRICK LUCEY
Assistant Air Pollution Control Officer

Date of Release: June 15, 2023

Board Consideration: June 22, 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: **Current Grant Project Summary Report**

ISSUE:

Report on Current District Grant Programs.

ACTION REQUESTED:

None. This item is provided for information and discussion.

DISCUSSION:

The District is managing a large variety of grants and funding opportunities. The table below shows current and completed grant activities over the past four (4) years as a reference for your Board. Staff will update your Board on upcoming grant programs.

Attachments:

FARMER Program Infographic (as of September 2022)

Grant Name	State Fiscal Year	Grant Amount	Programs / Projects Funded	Grant Status
Prescribed Burn Reporting & Monitoring Support	21/22-	\$82,400	District activities related to prescribed burning smoke management.	Ongoing
AB197 Emissions Inventory Program	Yearly	\$8,583	District activities related to AB197 and performing emissions inventories.	Ongoing
Oil & Gas Implementation	Yearly	\$6,000	District activities related to implementing the State Oil and Gas Regulation per an MOU with CARB.	Ongoing
AB617 Implementation	22/23- 21/22- 20/21- 19/20-	\$54,130 \$54,130 \$47,726 \$48,588	District activities related to implementing AB617 Community Air Protection Program.	Ongoing
105 Pilot Grant	Yearly	\$59,080	District activities related to Clean Air Act requirements.	Ongoing
State Subvention	Yearly	\$61,598	District activities related to State air quality requirements and enforcement.	Ongoing
Woodsmoke Reduction Program (Year 3)	21/22	\$245,250	Vouchers to replace wood-burning devices.	Upcoming
Carl Moyer Program Year 25	22/23	\$200,000	3 off-road equipment replacement projects.	Ongoing
Carl Moyer Program Year 24	21/22	\$200,000	3 off-road equipment replacement projects.	Ongoing
Carl Moyer Program Year 23	20/21	\$200,000	3 off-road equipment replacement projects.	Completed
Carl Moyer Program Year 22	19/20	\$200,000	1 zero-emission school bus project, 2 off-road equipment replacement projects.	Ongoing
Carl Moyer Rural Assistance Program Year 25	22/23	\$221,835	3 off-road equipment replacement projects.	Ongoing
Carl Moyer Rural Assistance Program Year 24	21/22	\$122,940	2 off-road equipment replacement projects.	Completed
Carl Moyer Rural Assistance Program Year 22	19/20	\$80,000	2 off-road equipment replacement projects.	Completed
CM State Reserve Year 24	21/22	\$301,000	Commercial / Non-Residential lawn and garden projects.	Upcoming
CM State Reserve Year 23	20/21	\$54,460	2 infrastructure projects	Ongoing
CM State Reserve Year 22	19/20	\$500,000	7 off-road equipment replacement projects.	Ongoing
Community Air Protection Incentives (Year 6)	22/23	\$1,134,135	3 school composite wood product projects, 1 school air filtration project, 2 conventional off-road projects, additional funding for woodstove and lawn and garden vouchers.	Ongoing & Upcoming
Community Air Protection Incentives (Year 5)	21/22	\$1,351,511	4 school air filtration projects, 1 conventional school bus project, 1 conventional off-road project, 6 zero-emission equipment projects, 1 charging infrastructure project	Ongoing
Community Air Protection Incentives (Year 3)	19/20	\$1,002,986	1 zero-emission school bus project, 1 conventional school bus project, 2 school composite wood product projects, 1 school charging infrastructure project, two zero-emission tractor projects.	Ongoing
FARMER Program Year 5	22/23	\$1,399,400	4 on-road, 3 ag pump engine, 1 electric UTV, and 14 off-road equipment replacement projects	Ongoing
FARMER Program Year 4	21/22	\$1,984,000	8 on-road and 18 off-road equipment replacement projects.	Ongoing
FARMER Program Year 3	19/20	\$806,960	5 on-road and 7 off-road equipment replacement projects.	Completed

Funding Agricultural Replacement Measures for Emission Reductions (FARMER) Program

As reported through September 30, 2022

BUTTE COUNTY AQMD

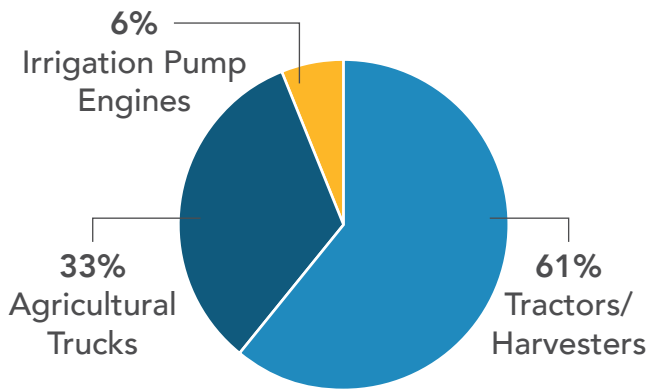


\$5.05 million
in implemented projects

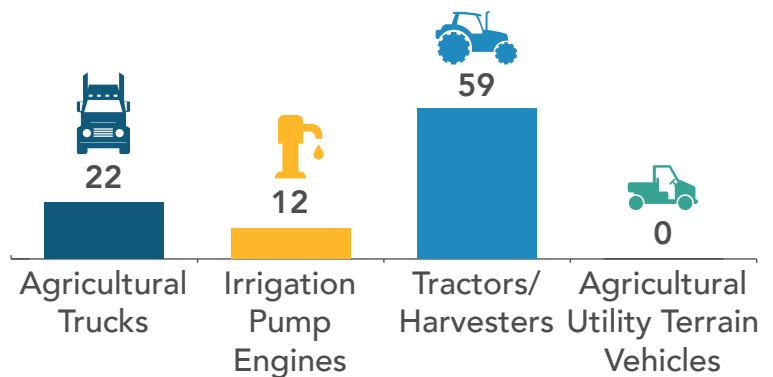


93
number of projects

Dollars Invested by Project Type



Implemented Projects



Emissions Reduced

Greenhouse Gases (GHG)

↓ **1,140 MTCO₂e***

Fine Particulate Matter (PM_{2.5})

↓ **16,900 lbs**

Nitrogen Oxides (NO_x)

↓ **268,000 lbs**

* Metric tons of carbon dioxide equivalent

Year	Total (\$)**
2017-2018	\$1,700,000
2018-2019	\$1,640,000
2019-2020	\$690,000
2021-2022	\$1,980,000
2022-2023	\$1,400,000

** Rounded values; includes project funding and project implementation costs.

FARMER Appropriation

Since 2017, the California Legislature has appropriated \$685 million statewide – with 56% of the funds benefiting disadvantaged and low-income communities. This signifies the state’s commitment to reduce agricultural sector emissions by providing grants to replace high-emitting agricultural equipment with cleaner equipment. The table to the left shows the Butte County AQMD’s allocation by fiscal year.

The FARMER Program is funded in part by California Climate Investments, a statewide program that puts billions of Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy, and improving public health and the environment – particularly in disadvantaged communities. For more information, visit the California Climate Investments website at: caclimateinvestments.ca.gov.

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STEPHEN ERTLE
Air Pollution Control Officer

PATRICK LUCEY
Assistant Air Pollution Control Officer

Date of Release: June 15, 2023

Board Consideration: June 22, 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: **Public Hearing for Adoption of Proposed Fiscal Year 2023-2024 Budget**

ISSUE:

The Board is asked to consider adoption of the Fiscal Year 2023-2024 Budget and related actions.

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.

DISCUSSION:

Before your Board is the final hearing for the purpose of adopting the District's proposed Fiscal Year (FY) 2023-2024 Budget. Staff is proposing a budget of \$4,343,394. The proposed budget includes \$2,219,864 in grant funds and an operating budget of \$2,067,975 and Debt Service of \$55,556. No changes in permanent staffing levels are proposed and staff proposed utilizing extra-help staff and college interns as needed to assist with grants and other programs. Staff proposes a 4.2% CPI fee increase in the hourly rate pursuant to Rule 509 Section 2, amending the hourly rate to \$101.73. This hourly rate change would increase fees which have an hourly rate factored into the fee schedule.

Health & Safety Code, Sections 40130 and 40131 requires that prior to adoption of the District's annual budget; the District is to hold a public hearing for the purpose of reviewing its budget proposal and providing the public with opportunity to comment. Today's hearing is the final hearing, where the District Governing Board formally considers adopting the annual budget.

Revised Agenda Item 7

In addition to your Board's Public Hearings on May 25th and June 22nd, 2023, the District sent notices to Permit Holders, published notice in the local newspaper and website. No public comments have been received. The Air Pollution Control Officer and Administrative Services Officer met with the Board's Budget and Finance Committee and received input for the proposed budget.

Staff has adjusted the originally FY 2023-2024 Proposed Budget with a decrease in the software and subscriptions account 543204 and an increase of \$10,000 to the professional services account 551536 due to a change in the type of expense and has no effect in the final proposed budget.

AB 617, CAP, Carl Moyer, and FARMER implementation grant funds are received and held in the unearned revenue until expenses are recognized. Amendments related to grants and grant implementation funds to the FY 2022-2023 Budget and FY 2023-24 Budget will be presented at a future board meeting.

The FY 2023-2024 final comparative budget analysis and implementing resolutions are attached for reference.

Attachments:

Final Proposed Fiscal Year 23-24 Comparative Budget Analysis
Resolution 2023-07 Adoption of the Fiscal Year 2023-2024 Budget
Resolution 2023-08 Contracted Legal Service

Butte County Air Quality Management District
Final Comparative Budget Analysis
FY 2023-2024

	General Fund	Grant Funds				WoodSmoke	FY 2023-24
		AB617	FARMER	CARL, RAP, Reserve	CAP		Proposed Budget
REVENUE							
<u>Licenses & Permits</u>							
4213010 Ag Burn Permits	100,000.00						100,000.00
4213013 Ag Engine Registration Program	11,350.00						11,350.00
4213020 Title V Permits	4,500.00						4,500.00
4213030 Operating Permits	477,000.00						477,000.00
4213035 Portable Engine Registration	48,000.00						48,000.00
4213038 Asbestos Program	5,000.00						5,000.00
4213040 Auth to Construct	29,000.00						29,000.00
4213055 Emission Reduction Fee	-						-
4213060 Misc. Other Permits	600.00						600.00
421 - Licenses & Permits	675,450.00	-	-	-	-	-	675,450.00
<u>Fines, Forfeitures & Penalties</u>							
4300001 Civil Settlements	30,000.00						30,000.00
430 - Fines, Forfeitures & Penalties	30,000.00	-	-	-	-	-	30,000.00
<u>Interest</u>							
Interest	2,000.00						2,000.00
441 - Interest (Use of Money & Property)	2,000.00	-	-	-	-	-	2,000.00
<u>Intergovernmental</u>							
4510001 State Subvention	65,300.00						65,300.00
4511001 DMV Surcharge	740,000.00						740,000.00
4510500 AB2588 Hot Spots Fee	134.00						134.00
4510501 105 Grant Funding	61,012.00						61,012.00
4510502 AB 197 Funding	8,583.00						8,583.00
4510503 AB 617 Implementation Funding		94,627.54					94,627.54
4510504 Prescribed Burn Reporting & Monitoring	-						-
4510505 GHG Oil & Gas Funding	6,000.00						6,000.00
4510904 FARMER			612,237.50				612,237.50
4510906 Carl Moyer				375,257.66			375,257.66
4510909 WoodSmoke					205,000.00		205,000.00
4510915 Community Air Protection (CAP)					992,368.82		992,368.82
451 - Intergovernmental	881,029.00	94,627.54	612,237.50	375,257.66	992,368.82	205,000.00	3,160,520.52
<u>Misc Revenue</u>							
4712523 4712523 Misc Revenue	23,995.00						23,995.00
<u>Implementation Revenue</u>							
4712550 4712550 Implementation Administrative Funds	-		423,043.31	144,293.70	408,192.44	23,152.94	998,682.39
471 - Other Revenues (Miscellaneous)	23,995.00	-	423,043.31	144,293.70	408,192.44	23,152.94	1,022,677.39
	1,612,474.00	94,627.54	1,035,280.81	519,551.36	1,400,561.26	228,152.94	4,890,647.91

Butte County Air Quality Management District
Final Comparative Budget Analysis
FY 2023-2024

	<u>General Fund</u>	<u>AB617</u>	<u>FARMER</u>	<u>CARL, RAP, Reserve</u>	<u>CAP</u>	<u>WoodSmoke</u>	<u>Proposed Budget</u>
OPERATING EXPENSES							
Wages, Benefits & PR Expenditures		Est 50 @hrly	Estimate use 800 h	Estimate use 320 h	Estimate use 850 hr/yr	@hrly	
<u>Salaries, Wages & PR Taxes</u>							
511000 Wages & PR Taxes	749,712.89	5,027.95	80,447.12	32,178.85	85,475.07	23,152.94	975,994.80
512000 Extra Help	16,000.00						16,000.00
514000 Overtime	4,000.00						4,000.00
511 Salaries, Wages, PR Taxes	769,712.89	5,027.95	80,447.12	32,178.85	85,475.07	23,152.94	995,994.80
<u>Benefits</u>							
518008 Health Care	220,262.52						220,262.52
518009 Cafeteria	28,597.32						28,597.32
518010 Other Employee Benefits	27,716.43						27,716.43
518700 Retirement (Pension) - includes Classic, Pepra &	160,237.53						160,237.53
518800 Contrib to Pension Liability (bal as of 6/30/20 \$1	155,627.85						155,627.85
518900 Retiree's OPEB	54,136.20						54,136.20
518901 Contrib to OPEB Liability (net bal as of 6/30/21 \$	35,630.00						35,630.00
518 Benefits	682,207.85	-	-	-	-	-	682,207.85
<u>Operating Expenditures</u>							
<u>Materials & Supplies</u>							
521104 Postage	3,722.42						3,722.42
522201 Office Supplies	9,785.00						9,785.00
523001 Telecommunications	16,480.00						16,480.00
524544 Utilities – Electric/Gas, Water, Trash	9,341.60						9,341.60
525545 Auto Fuel Costs/Road Expense	6,695.00						6,695.00
520 Materials & Supplies	46,024.02	-	-	-	-	-	46,024.02
<u>Services & Other Operating</u>							
531201 Household Janitorial	5,871.00						5,871.00
532527 Insurance (Liability & Vehicle)	17,410.09						17,410.09
533533 Memberships, Dues and Subscriptions	6,500.33						6,500.33
534537 Public & Legal Notices	4,017.00						4,017.00
535540 Public Outreach	5,999.50	11,150.00					17,149.50
536101 Training	14,707.00						14,707.00
537202 Travel & Conference expenses	33,950.00						33,950.00
530 Services & Other Operating	88,454.92	11,150.00	-	-	-	-	99,604.92
<u>Rents & Leases</u>							
541538 Property Rents & Leases	-				300.00		300.00
542539 Equipment Rents & Leases	762.20						762.20
<u>Noncapitalized Improvements & Equipment</u>							
543103 Office Furniture & Equipment	16,789.00						16,789.00
543203 Computer Equipment	12,875.00						12,875.00
543204 Computer Software & Subscriptions	20,599.75						20,599.75
543541 Air Monitoring Equipment & Maintenance	2,522.05	3,385.00					5,907.05
<u>Repairs & Maintenance</u>							
544001 Vehicle Maintenance	5,495.05						5,495.05
544042 IT Maintenance (computer, copier, office equipm	32,117.00						32,117.00

Butte County Air Quality Management District
Final Comparative Budget Analysis
FY 2023-2024

544103	Building Maintenance (annual expenditures)							15,225.25
540	Rents, Leases, Repairs & Noncapitalized Improvements							110,070.30
	<u>Professional/Consulting Services</u>							
551137	AB2588 Hot Spots Fee							134.00
551536	Professional Services							94,883.60
551547	Legal Services							19,055.00
555580	Contingencies							20,000.00
550	Professional/Consulting Services							134,072.60
		1,826,857.58	19,562.95	80,447.12	32,178.85	85,775.07	23,152.94	2,067,974.49

NON-OPERATING

<u>Grants</u>		<u>AB617</u>	<u>FARMER</u>	<u>CARL, RAP, Reserve</u>	<u>CAP</u>	<u>WoodSmoke</u>	
560006	Carl Moyer			375,257.66			375,257.66
560007	Community Air CAP (CAP)				992,368.82		992,368.82
560009	WoodSmoke					205,000.00	205,000.00
560011	NRM						-
560020	Special Clean Air Grants	35,000.00					35,000.00
560021	FARMER		612,237.50				612,237.50
560	Total Grants	-	35,000.00	612,237.50	992,368.82	205,000.00	2,219,863.98

DEBT

<u>Debt Service</u>							
565087	Principal						53,035.00
565987	Interest & Other Charges						2,521.00
565	Total Debt Service	-	-	-	-	-	55,556.00

CAPITAL

<u>Capital</u>							
571105	Buildings & Improvements						-
572563	Equipment (Computer Equipment & Office Furni						-
573105	Vehicles (Fixed asset Inventory; Listed in Deprec						-
570	Total Capital Outlay	-	-	-	-	-	-

TOTAL Budget (\$ listed in Resolution)	1,882,413.58	54,562.95	692,684.62	407,436.51	1,078,143.89	228,152.94	4,343,394.47
Excess of Revenues over(under) Expenditures, incl Debt Service	(269,939.58)					0.00	547,253.44

UNEARNED & FUND BALANCE (Assigned Reserves, Restricted & Unassigned)

<u>Unearned</u>	<u>General Fund</u>	<u>AB617</u>	<u>FARMER</u>	<u>CARL, RAP, Reserve</u>	<u>CAP</u>	<u>WoodSmoke</u>	<u>Proposed Budget</u>
WoodSmoke							
AB617		40,064.60					40,064.60
CAP					322,417.38		322,417.38
Carl Moyer				112,114.85			112,114.85
FARMER			342,596.19				342,596.19
Unearned Revenue		40,064.60	342,596.19	112,114.85	322,417.38	-	817,193.01

Butte County Air Quality Management District
Final Comparative Budget Analysis
FY 2023-2024

Restrictions (Fund Balance)

Assigned	Estimated reserve based on calculated from a	313,735.60						344,662.42
	Reserve Fund (see Resolution/Policy)	329,626.07						329,626.07
	CAP							
	WoodSmoke							
	Carl Moyer							
	FARMER							
Restricted (Uncontracted passthrough grant funds)		-	-	-	-	-	-	-
Unassigned		(0.01)						817,193.01
		329,626.06	-	-	-	-	-	1,146,819.08
Unassigned		(0.01)						817,193.01
Unassigned after grant unearned liability		(0.01)	-	-	-	-	0.00	(0.00)

	General Fund	AB617	FARMER	CARL, RAP, Reserve	CAP	WoodSmoke	Proposed Budget
Est Fund Bal 6/30/23	-						Est Fund Bal 6/30/22
							FY 2023-24
	329,626.07						329,626.07
	269,939.57						269,939.57
	599,565.64	-	-	-	-	-	599,565.64
	1,612,474.00	94,627.54	1,035,280.81	519,551.36	1,400,561.26	228,152.94	4,890,647.91
	1,882,413.58	54,562.95	692,684.62	407,436.51	1,078,143.89	228,152.94	4,343,394.47
	329,626.07	-	-	-	-	-	329,626.07
	(0.01)						817,193.01
	329,626.06						1,146,819.08
	-	40,064.60	342,596.19	112,114.85	322,417.38	-	817,193.01
	(0.01)						(0.00)

**RESOLUTION 2023-07
BEFORE THE BOARD OF DIRECTORS OF
BUTTE COUNTY AIR QUALITY MANAGEMENT DISTRICT
STATE OF CALIFORNIA
ADOPTING THE FISCAL YEAR 2023-2024 BUDGET**

Resolution 2023-07)
Adopting the 2023-2024 Budget.....)
Totaling \$4,343,395)
Of the total, \$2,219,864 is in Grant funds.....)
And \$20,000 in Contingency funds, resulting in an)
Operating Budget of \$2,067,975
And Debt Service of \$55,556)

WHEREAS, on June 22, 2023, the Governing Board met in regular session;

AND WHEREAS, the Governing Board reviewed and considered information provided as set out and identified as the FY 2023-2024 Budget; and;

AND WHEREAS, pursuant to Health and Safety Code Sections 40130 and 40131 the Board held an initial Public Hearing on May 25, 2023 for the exclusive purpose of reviewing its budget and providing the public with the opportunity to comment on the proposed District budget;

AND WHEREAS, the Board held a Public Hearing pursuant to the Health and Safety Code Sections 40130 and 40131 on June 22, 2023 to consider adopting the FY 2023-2024 Budget;

THEREFORE, BE IT RESOLVED, that the Board has reviewed and adopts the FY 2023-2024 Budget consisting of an operating budget of \$2,067,975 and debt service of \$55,556 for the 2023-2024 District Fiscal Year;

BE IT FURTHER RESOLVED, obligates, to implement emission reduction grants Carl Moyer, AB 617, CAP and FARMER funds totaling \$2,219,864. \$817,193 in implementation funds are estimated to be unearned, for future administration costs and a \$20,000 contingency fund is approved for the District, providing for a total FY 2023-2024 Budget of \$ 4,343,395 and adjusting the FY 2022-2023 Budget as outlined in the attached Final Budget and,

BE IT FURTHER RESOLVED, that to cover program costs, the adoption includes the California Consumer Price Index (CCPI), All Urban Consumers, April 2022 to April 2023 increase in the hourly rate pursuant to Rule 509 Section 2, the hourly rate amended to \$101.73, reflecting a 4.2% increase, with Rule 509 being amended to include this change; and,

BE IT FURTHER RESOLVED, that the Board approves receiving unanticipated revenue and expenditures as well as amending the budget for any additional grant funding such as Carl Moyer, State Reserve, FARMER, CAP, NRM, AB 617, AB 197, Prescribed Burn Reporting and Monitoring or the Woodsmoke Reduction Program that may become available and accepted by the District; and,

BE IT FURTHER RESOLVED, the Air Pollution Control Officer is authorized to borrow internally from the Reserve Fund to resolve short-term cash flow needs, with the direction to make repayment by June 30, 2024; and,

AND BE IT FURTHER RESOLVED, the Air Pollution Control Officer is authorized and hereby directed to negotiate and sign the initial and final applications for potential State subvention funds for the Fiscal Year 2023-2024.

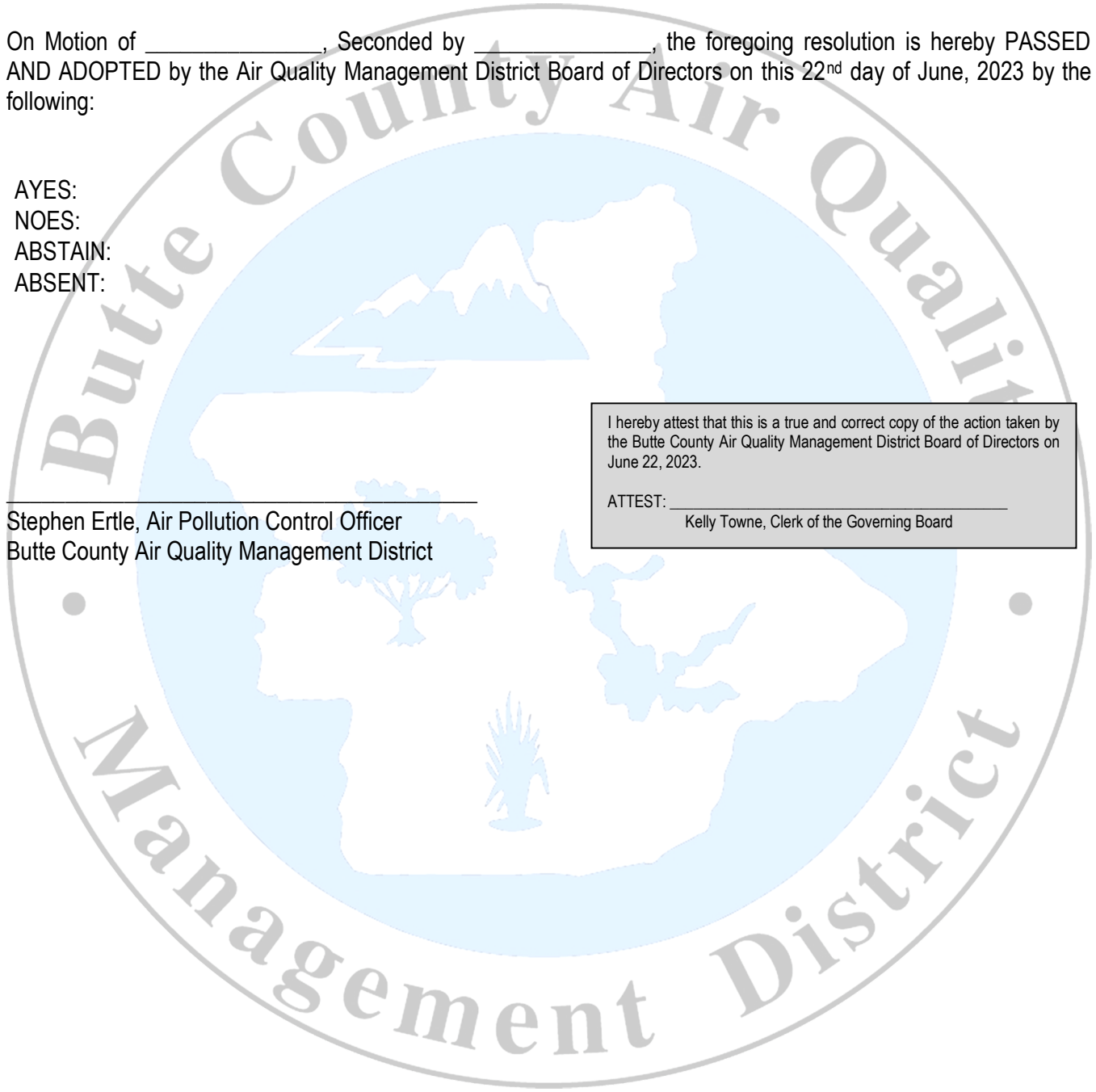
On Motion of _____, Seconded by _____, the foregoing resolution is hereby PASSED AND ADOPTED by the Air Quality Management District Board of Directors on this 22nd day of June, 2023 by the following:

- 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 June 22, 2023.

ATTEST: _____
Kelly Towne, Clerk of the Governing Board



**RESOLUTION 2023-08
BEFORE THE BOARD OF DIRECTORS OF
BUTTE COUNTY AIR QUALITY MANAGEMENT DISTRICT
STATE OF CALIFORNIA
LEGAL SERVICES 2023-2024**

Resolution 2023-08)
Approval and direction to the.....)
Air Pollution Control Officer to contract)
for Outside Legal Services)

WHEREAS, the District is a body corporate and politic and a public agency of the state;

AND WHEREAS, the District, pursuant to the Health and Safety Code Section 40700 et seq. has the power; to have a perpetual successor and to enter into contractual services;

AND WHEREAS, the District is an environmental, regulatory, public agency established pursuant to State statute and is charged with the enforcement of federal, state, regional and local air pollution regulations;

AND WHEREAS, in the course of performing its day-to-day implementation of active and effective air pollution control programs the District has need of legal counsel;

AND WHEREAS, the FY 2023-2024 Budget includes \$18,500 for contract outside legal services;

BE IT FURTHER RESOLVED, the Board hereby authorizes and directs the Air Pollution Control Officer to execute a legal services agreement for legal counsel with current District Counsel Greg Einhorn for FY 2023-2024.

On Motion of _____, Seconded by _____, the foregoing resolution is hereby PASSED AND ADOPTED by the Air Quality Management District Board of Directors on this 22nd day of June, 2023 by the following:

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

Stephen Ertle, Air Pollution Control Office
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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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: June 15, 2023

Board Consideration: June 22, 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: **APCO Report**

ISSUE:

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.

ACTION REQUESTED:

None. This item is provided for information and discussion.

DISCUSSION:

The Air Pollution Control Officer will provide a verbal report to the Board.

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