

# SACRAMENTO VALLEY

## TECHNICAL ADVISORY COMMITTEE

							Chair	Vice Chair
Butte	Colusa	Feather River	Glenn	Placer	Sacramento	Shasta	Tehama	Yolo-Solano

### **\*\* MEETING NOTICE \*\***

Date: Wednesday, August 20, 2025

Time: 1:30pm

Location: Yolo-Solano AQMD  
1947 Galileo Court, Suite 103  
Davis, CA 95618

Alternate  
Locations:

Butte County AQMD  
629 Entler Avenue, Suite 15  
Chico, CA 95928

Colusa County APCD  
100 Sunrise Blvd, Suite F  
Colusa, CA 95932

Feather River AQMD  
541 Washington Street  
Yuba City, CA 95991

Glenn County APCD  
720 N Colusa Street  
Willows, CA 95988

Placer County APCD  
110 Maple Street  
Auburn, CA 95603

Sacramento-Metropolitan AQMD  
777 12<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Sacramento, CA 95814

Shasta County AQMD  
1855 Placer Street, Suite 101  
Redding, CA 96001

Tehama County APCD  
1834 Walnut Street  
Red Bluff, CA 96080

Members of the public may attend by calling:

Join Zoom Meeting

<https://us02web.zoom.us/j/82485028495?pwd=THSM3TmRMRWDlnPodIj5uL0H8dsvv.1>

Meeting ID: 824 8502 8495

Passcode: 436303

Phone: +1 669 900 9128 US (San Jose)

### **AGENDA**

#### **ITEM NO.**

#### **1. Call to Order / Roll Call / Introductions**

#### **2. Period of Public Comment**

- 3. Discussion of Permitting Issues, Caribou Biofuels**  
Kieran Mitchell and Blake Simmons remotely join the TAC to discuss permitting Caribou's mobile gasification unit.
- 4. Approval of Minutes from July 16, 2025 Meeting**  
Motion needed.
- 5. Approval of Financial Status Report as of July 31, 2025**  
Motion needed.
- 6. Status Reports**
  - a. CA Air Pollution Control Officers Association (CAPCOA)
  - b. PEEPs – Riley Peacock
  - c. CA Air Resources Board (CARB) – Adam Gerber
  - d. SMP Committee
  - e. Smoke Management Program (SMP) – SMP Coordinator Kai Tawa
- 7. OEHHA's CalHeatScore and Basin Control Council – Erik White**  
Discuss the opportunity to have a presentation to the BCC board by David Edwards, Ph.D., Chief Deputy Director, Office of Environmental Health Hazard Assessment.
- 8. BCC Administrative Policies and Procedures**  
Review BCC administrative policy and procedures.
- 9. BCC Budget Reserves**  
For discussion: is there a need to increase BCC budget reserves?
- 10. BCC Legislative Platform – Gretchen Bennitt**
- 11. Uniform Permitting Efforts**  
Review progress on uniform permitting efforts.
- 12. Biomass Utilization**
  - a. SB 88 Progress – Sacramento-Metro
  - b. Permit streamlining effort for mobile biomass units, including potential model rule development.
  - c. Biomass-related projects
- 13. Member Reports and Future Agenda Items**  
Receive reports from local air districts and suggestions for potential topics at future meetings.
- 14. Additions or Deletions to September 2025 TAC Agenda**  
Recommended action: set agenda for TAC for September 17, 2025 meeting.
- 15. Next TAC meeting: September 17, 2025, at 1:30pm. Hosted by: Butte County AQMD**
- 16. Next BCC meeting: October 3, 2025, at 10:00am. Hosted by: Tehama County APCD**
- 17. Adjourn Meeting**

MEETING AGENDAS ARE POSTED BY EACH MEMBER AIR DISTRICT OF THE SACRAMENTO VALLEY BASIN AND AT THE SVBCCWEB SITE LISTED BELOW.

Meeting information can be viewed at [www.airquality.org/SVBCC](http://www.airquality.org/SVBCC)

Questions, comments, and correspondence may be directed to:

Sacramento Valley Basinwide Air Pollution Control Council  
Laurie LaGrone, Secretary-Treasurer  
629 Entler Avenue Suite 15  
Chico, CA 95928  
530-332-9400 ext. 105    bcctacsecretary@gmail.com

Sacramento Valley

Technical Advisory Committee

**Title:** Approval of Minutes from July 2025 Meeting

**Presenter:** BCC/TAC Secretary-Treasurer

**Recommended action:** approve minutes (motion needed).

ATTACHMENTS:

Description	Upload Date	Type
2025-07-16 TAC Meeting Minutes DRAFT	8/14/2025	Supporting Documents

**SACRAMENTO VALLEY**  
**BASINWIDE AIR POLLUTION CONTROL COUNCIL**  
**TECHNICAL ADVISORY COMMITTEE**

							Chair	Vice Chair
Butte	Colusa	Feather River	Glenn	Placer	Sacramento	Shasta	Tehama	Yolo-Solano

**MEETING MINUTES**  
**July 16, 2025**

**1. Call to Order / Roll Call / Introductions**

A regular meeting of the Sacramento Valley Basinwide Air Pollution Control Council, Technical Advisory Committee was called to order by Vice Chair Gretchen Bennitt at 1:33 pm via Zoom teleconference. Attendees were as follows:

Butte County AQMD – Stephen Ertle  
Colusa County APCD – Anastacia Allen  
Feather River AQMD – Chris Brown  
Glenn County APCD – Marcie Skelton  
Placer County APCD – Adam Baughman  
Sacramento-Metropolitan AQMD – Amy Roberts  
Shasta County AQMD – Rob Stahl  
Tehama County APCD – Joe Tona  
Yolo-Solano AQMD – Gretchen Bennitt, Ben Beattie

SMP Coordinator – Kai Tawa  
California Air Resources Board – Adam Gerber  
PEEPs – Riley Peacock  
BCC Secretary-Treasurer – Laurie LaGrone

Guest: Angela Thompson and Brian Krebs, Sacramento-Metropolitan AQMD

**2. Period of Public Comment**

Ms. Bennitt opened the floor to public comment; hearing none, the public comment period was closed.

*<<At this point Item #6b “Status Reports, Peeps” was heard to accommodate schedules>>*

New PEEPs Chair Riley Peacock reported that PEEPS are hoping for clarification and direction from the TAC regarding permitting of Burn Bots and mobile gasification units. There was a discussion and clarification was given. Mr. Ertle suggested that the TAC draft guidelines of deliverables for the PEEPs, and expand the timeline.

Ms. Roberts offered to draft the initial guidelines, and send them to the BCC/TAC Secretary for emailing to TAC members.

Mr. Peacock added that Feather River AQMD hosted an equipment demonstration day in February.

<<Chair Tona arrived via ZOOM to preside over the meeting>>

**3. Approval of Minutes from the June 18, 2025 Meeting**

Ms. Roberts requested a correction to Item #9a; the Climate Bond Funding letter draft does not require approval from the Board and may be moved to the Chair for signature with TAC approval only.

**MOTION:** Ms. Roberts moved to approve the minutes with the noted correction. The motion was seconded by Ms. Bennitt, and the motion passed with no objections.

**4. Approval of Financial Status Report as of June 30, 2025**

Ms. LaGrone submitted financial reports through June 30, 2025 and warrants to be paid.

**MOTION:** Mr. Ertle moved to approve the financial reports as presented. The motion was seconded by Mr. Tona, and the motion passed with no objections.

**5. Select Audit – BCC/TAC Secretary-Treasurer**

Ms. LaGrone reported that the Request for Proposal for auditor services yielded a few responses but only one proposal, from Richardson & Company LLC, a firm which has performed several BCC audits.

**MOTION:** Mr. Ertle moved to approve accepting the submittal received. The motion was seconded by Ms. Roberts, and the motion passed with no objections.

**6. Status Reports**

- CAPCOA – Mr. Tona had no report as CAPCOA had not met since the last TAC meeting.
- PEEPs – *see above, before Item #3*
- CA Air Resources Board (CARB) – Mr. Gerber reported that the question of permitting Burn Bots and other mobile gasification units is still in front of CARB's legal team. Mr. Gerber hopes to have a response before the August 1<sup>st</sup> BCC meeting.
- SMP Coordinator – *see Item #7*

**7. Annual Reports – Allowable Rice Burn Acres and Conditional Rice Burning Reports – Kai Tawa**  
SMP Coordinator Tawa shared the reports, noting no substantive changes - beyond updated planted acreage totals - since they were shared as drafts. The meteorology team is ready for the fall burn season.

**8. SMP Committee – no report.**

**9. Fee Structure Review – Chris Brown**

Mr. Brown provided a brief history and rationale for the BCC's fee structure, which is based on several factors including stationary source and burn permit counts. After a long discussion, Mr. Brown offered his assessment – that the formula should remain the same and each district should update their permit count to the BCC every two years.

Mr. Tona will send a directive to help districts with their recounts, and will include the formula in the August 1<sup>st</sup> presentation to the BCC board. The BCC/TAC Secretary will request districts' permit totals of the prior calendar year each February, going forward.

**10. BCC Legislative Platform – Gretchen Bennitt**

Ms. Bennitt presented a draft of a BCC legislative platform for comment.

**11. Biomass Utilization**

- a. SB 88 Progress – Ms. Roberts reported that the bill is in the Appropriations Committee and is expected to pass. A few small concerns from Cal-Fire are being addressed.

- b. Permit streamlining effort for mobile biomass units, including potential model rule development – SMAQMD has reached out to Caribou Biofuels and plans to meet with them soon to learn more about their permitting needs for the mobile gasification unit. Caribou will make a ZOOM presentation to the TAC at the August meeting for broader discussion.
  - c. Biomass-related projects – no additional discussion.
- 12. **Other Action Items from June BCC Meeting**
  - a. Fee structure: *see Item #9.*
  - b. Meeting with Caribou Biofuels: *see Item #11b.*
  - c. Review progress on uniform permitting efforts: *moved to August TAC meeting.*
- 13. **Member Reports and Future Agenda Items – no reports.**
- 14. **Additions or Deletions to August 2025 TAC Agenda**
  - a. BCC Legislative Platform
  - b. Caribou Biofuels presentation and discussion.
  - c. Review progress on uniform permitting efforts.
  - d. For discussion: do we need to increase the budget reserves?
- 15. **Next TAC meeting: August 20, 2025, at 1:30pm. Hosted by: Yolo-Solano AQMD**
- 16. **Next BCC meeting: August 1, 2025, at 10:00am. Hosted by: Shasta County AQMD**
- 17. **Meeting adjourned at 3:06 pm.**

Respectfully Submitted, Laurie LaGrone, TAC Secretary-Treasurer

## Sacramento Valley

### Technical Advisory Committee

**Title:** Approval of Financial Status Reports as of July 31, 2025

**Presenter:** BCC Secretary/Treasurer

**Recommended action:** approve warrants for August 2025.

#### Reconcile Warrants for July 2025:

BCAQMD – Administrative Services, July: \$1424.19

Western Weather Group – Burn Coordinator Services, July: \$4283.33

Western Weather Group – Meteorological Services, July: \$814.67

#### Approve Warrants for August 2025:

Western Weather Group – Burn Coordinator Services, August: \$4283.33

Western Weather Group – Meteorological Services, August: \$814.67

BCAQMD – Administrative Services, August: \$1424.19

#### ATTACHMENTS:

Description	Upload Date	Type
Warrants and Reconciliation, 8-20-2025 TAC Meeting	8/14/2025	Supporting Documents
Financial Report - Bank Account Register 7-31-2025	8/14/2025	Supporting Documents
Financial Report - Profit & Loss Budget vs Actual 7-31-2025	8/14/2025	Supporting Documents



# SACRAMENTO VALLEY

## BASINWIDE AIR POLLUTION CONTROL COUNCIL - TAC

							Chair	Vice Chair
Butte	Colusa	Feather River	Glenn	Placer	Sacramento	Shasta	Tehama	Yolo-Solano

### WARRANTS LIST FOR August 2025

TAC Meeting Date: 8/20/2025

Vendor	Amount	Invoice #	Invoice Date	Check Number
Western Weather Group	\$4,283.33	PS-INV106898	8/1/2025	1110
Western Weather Group	\$814.67	PS-INV106899	8/1/2025	1111
Butte County Air Quality Management District	\$1424.19	30994	8/1/2025	1112

Please review invoices and return to the Secretary-Treasurer.

Reviewed and approved: \_\_\_\_\_ (initials)

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

# Sales Invoice

Invoice No: PS-INV106898

Invoice Date: August 1, 2025

Due Date: August 31, 2025



Bill To:  
Sacramento Valley  
Laurie LaGrone  
629 Entler Ave, Suite  
Chico, 95928

Ship To:  
Sacramento Valley  
Laurie LaGrone  
629 Entler Ave, Suite  
Chico, 95928

Customer PO #:  
Payment Terms: Net 30 days  
Shipment Method:  
Tracking #:

bcctacsecretary@gm

Sales Rep:

Project Description

Qty	Unit	Item No	Description	Unit Price (\$)	Line Total (\$)
1	Each	7002	Basin Burn Coordinator Contract	4,283.33	4,283.33

Billing Period: August 2025

Subtotal (\$)	4,283.33
Discount (\$)	0.00
Sales Tax (\$)	0.00
Total	4,283.33

RECEIVED

AUG 12 2025

Butte County AQMD

Western Weather Group Inc.  
686 Rio Lindo Ave., Chico, CA 95926

# Sales Invoice

Invoice No: PS-INV106899

Invoice Date: August 1, 2025

Due Date: August 31, 2025



Bill To:  
Sacramento Valley  
Laurie LaGrone  
629 Entler Ave, Suite  
Chico, 95928

Ship To:  
Sacramento Valley  
Laurie LaGrone  
629 Entler Ave, Suite  
Chico, 95928

Customer PO #:  
Payment Terms: Net 30 days  
Shipment Method:  
Tracking #:

bcctacsecretary@gm

Sales Rep:

## Project Description

Meteorological Services

\*Agricultural weather forecasts are strictly for the use of personnel within the county AQMD offices. Forecasts may not be retransmitted to companies or individuals outside the AQMD offices.

Qty	Unit	Item No	Description	Unit Price (\$)	Line Total (\$)
1	Each	7002	Weather Forecasting - Custom	814.67	814.67

Billing Period: August 2025

Subtotal (\$)	814.67
Discount (\$)	0.00
Sales Tax (\$)	0.00
Total	814.67

RECEIVED

AUG 12 2024  
AUG 12 2025

Butte County AQMD  
Butte County AQMD

Western Weather Group Inc.  
686 Rio Lindo Ave., Chico, CA 95926

**Butte Co. Air Quality Mgmt. Dist.**  
**629 Entler Avenue, Ste 15**  
**Chico, CA 95928-7424**

# Invoice

DATE	INVOICE #
8/1/2025	30994

<b>BILL TO</b>
Sacramento Valley BCC c/o Butte County AQMD Stephen Ertle 629 Entler Avenue, Suite 15 Chico, CA 95928

<b>LOCATION SITE</b>

	TERMS	DUE DATE
	Net 30 days	8/31/2025

PAYMENT TYPE	QTY	DESCRIPTION	RATE	AMOUNT
BCCTAC	1	Miscellaneous - August 2025 BCC Secretarial/Treasurer Duties	1,424.19	1,424.19
<div>RECEIVED</div> <div>AUG 13 2025</div> <div>Butte County AQMD</div>				

PAY YOUR INVOICE BY CREDIT/DEBIT CARD OR ELECTRONIC CHECK. Call 1-800-487-4567 or visit [www.officialpayments.com](http://www.officialpayments.com). Use Jurisdiction code 1597. You will need your invoice number, payment type and to pay the exact dollar amount of your invoice.

A 1.5% per month (18% annually) late charge will be assessed on all balances remaining after due date.

<b>Total</b>	\$1,424.19
--------------	------------

PAYMENT COUPON

Please detach coupon and return with your payment

Sacramento Valley BCC  
c/o Butte County AQMD  
Stephen Ertle  
629 Entler Avenue, Suite 15  
Chico, CA 95928

INVOICE DATE	8/1/2025
INVOICE #	30994
<b>Total</b>	\$1,424.19

Please make checks payable to: BCAQMD. If you have any questions, please call (530) 332-9400 ext 109.

3:12 PM

08/13/25

## Sacramento Valley Basinwide Air Pollution Control Council

## Reconciliation Detail

Tri Counties Bank, Period Ending 07/20/2025

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						49,727.55
<b>Cleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Bill Pmt -Check	06/18/2025	1104	Western Weather G...	X	-4,283.33	-4,283.33
Bill Pmt -Check	06/18/2025	1103	Butte County AQMD	X	-1,424.19	-5,707.52
Bill Pmt -Check	06/18/2025	1105	Western Weather G...	X	-814.67	-6,522.19
Bill Pmt -Check	07/01/2025	1106	SDRMA	X	-3,203.32	-9,725.51
Bill Pmt -Check	07/16/2025	1107	Butte County AQMD	X	-1,424.19	-11,149.70
<b>Total Checks and Payments</b>					-11,149.70	-11,149.70
<b>Total Cleared Transactions</b>					-11,149.70	-11,149.70
<b>Cleared Balance</b>					-11,149.70	38,577.85
<b>Register Balance as of 07/20/2025</b>					-11,149.70	38,577.85
<b>New Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	08/16/2025	1108	Western Weather G...		-4,283.33	-4,283.33
Bill Pmt -Check	08/16/2025	1109	Western Weather G...		-814.67	-5,098.00
<b>Total Checks and Payments</b>					-5,098.00	-5,098.00
<b>Total New Transactions</b>					-5,098.00	-5,098.00
<b>Ending Balance</b>					<b>-16,247.70</b>	<b>33,479.85</b>

3:50 PM

## Sacramento Valley Basinwide Air Pollution Control Council

08/13/25

## Bank Accounts Register

Accrual Basis

As of July 31, 2025

Type	Date	Num	Name	Split	Debit	Credit	Balance
<b>Tri Counties Bank</b>							43,205.36
Bill Pm...	07/01/2025	1106	SDRMA	Accounts Payable		3,203.32	40,002.04
Bill Pm...	07/16/2025	1107	Butte County AQMD	Accounts Payable		1,424.19	38,577.85
Total Tri Counties Bank						4,627.51	38,577.85
<b>U. S. Bank</b>							
Total U. S. Bank							
<b>TOTAL</b>						<b>4,627.51</b>	<b>38,577.85</b>

3:53 PM

08/13/25

Cash Basis

# Sacramento Valley Basinwide Air Pollution Control Council

## Profit & Loss Budget vs. Actual

July 2025

---

	Jul 25	Budget	% of Budget
Ordinary Income/Expense			
Expense			
Insurance	3,203.32		
Professional Services			
Administrative Services	1,424.19		
Total Professional Services	1,424.19		
Total Expense	4,627.51		
Net Ordinary Income	-4,627.51		
Net Income	-4,627.51		

Sacramento Valley

Technical Advisory Committee

**Title:** BCC Administrative Policies and Procedures

**Presenter:** BCC/TAC Secretary-Treasurer

**Recommended action:** review BCC administrative policy and procedures.

ATTACHMENTS:

Description	Upload Date	Type
BCC Admin Code	8/14/2025	Supporting Documents
1.10 BCC_SMP_Training_2011 - COPY	8/14/2025	Supporting Documents
1.11 BCC_Training_Memo – COPY	8/14/2025	Supporting Documents
1.12 BCC_Teleconferencing_Policy – COPY	8/14/2025	Supporting Documents



# SACRAMENTO VALLEY

## BASINWIDE AIR POLLUTION CONTROL COUNCIL

---

Butte Colusa Feather River Glenn Placer Sacramento Shasta Tehama Yolo-Solano

### ADMINISTRATIVE CODE

#### Draft Index

##### Administration Section

- 1.01 Joint Powers Agreement
- 1.02 By-laws
- 1.03 Conflict of Interest Code
- 1.04 Chair Rotation for the TAC
- 1.05 Records Custodian Memorandum of Understanding
- 1.06 Issuing payment for services
- 1.07 Financial & Legal Citations
- 1.08 Responsibilities of Chair
- 1.09 Standing Agenda Items

##### Program Section

- 2.01 Smoke Management Plan
- 2.02 QEEPs Work Plan
- 2.03 CARB Representation
- 2.04 Attainment Plan
- 2.05 Training Memo
- 2.06 Disease Evaluation Protocol

SACRAMENTO VALLEY AIR BASIN  
AIR POLLUTION CONTROL COUNCIL  
JOINT POWERS AGREEMENT

COPY

THIS AGREEMENT is made among the districts named below on the understanding that under this agreement each district's ongoing programs are not to be affected in performance or costs, nor be modified, without a district's concurrence.

Butte County Air Pollution Control District,  
hereinafter referred to as "Butte" and the

Colusa County Air Pollution Control District,  
hereinafter referred to as "Colusa" and the

Glen County Air Pollution Control District, hereinafter  
referred to as "Glenn" and a

Portion of the Placer County Air Pollution Control  
District, West of Range 9 East, Mount Diablo Base and Meridian,  
hereinafter referred to as "Placer" and the

Sacramento County Air Pollution Control District,  
hereinafter referred to as "Sacramento" and the

Shasta County Air Pollution Control District,  
hereinafter referred to as "Shasta" and the

Tehama County Air Pollution Control District,  
hereinafter referred to as "Tehama" and the

Yolo-Solano Air Pollution Control District, hereinafter  
referred to as "Yolo-Solano" and the

Yuba County Air Pollution Control District, hereinafter  
referred to as "Yuba" with reference to the following:

WHEREAS, Butte, Colusa, Glenn, Placer, Sacramento,  
Shasta, Sutter, Tehama, Yolo-Solano, and Yuba Air Pollution  
Control Districts are desirous of entering into an agreement as

described in Section 40701 of the California Health and Safety Code, further described in Section 90120 of Title 17 (Part III, Chapter 1, Subchapter 3) of the California Administrative Code, for the establishment of a coordinated basinwide air pollution control program for the Sacramento Valleywide Air Basin; and

WHEREAS, the above-named districts have adopted the minimum requirements contained in the Basin Plan; and

WHEREAS, the governing boards of all parties to this agreement have determined that the sharing of equipment and personnel between districts is in the best public interest; and

WHEREAS, the establishment of this sharing agreement will better utilize personnel and equipment in the Sacramento Valley Air Basin;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The Air Basin Control Council may establish zones within the Air Basin that take into consideration topography, geography, population, air quality, and economy. Designation of such zones shall be done with proper consultation and the approval of the Governing Boards of the affected districts so as to insure that no district shall be included in any particular zone unless that district so agrees.

2. These zones may have rules which are more stringent than the adopted minimum rules of the Air Basin Control Council when mutually agreed by majority vote of the council.

3. Each district with capabilities will share equipment and personnel when requested by another district for all phases of air pollution activities, provided the districts plan the activity to fit the origin district's work schedule.

4. Sharing shall include resources for:

- (a) Air Monitoring
- (b) Engineering
- (c) Enforcement
- (d) Source Testing
- (e) Other activities agreed to mutually between districts.

5. Clerical costs shall be shared by each district as contained in the Basin bylaws.

6. Inter-district disputes shall be adjudicated by the following:

(a) Air Pollution Districts involved shall meet and attempt to resolve disputed issues.

(b) If not resolved, the President of the Council may appoint a committee of three (3) members of the Council who are not directly involved in the dispute to hear, resolve, or recommend correction action.

(c) If the committee cannot resolve the dispute, they shall recommend methods of resolving the dispute to the Control Council. A majority of the Control Council membership may resolve the dispute.

(d) If no decision has been reached by the above methods, the dispute shall be heard by a neutral arbitrator appointed by the Presiding Superior Court Judge of a county acceptable to the parties of the dispute. If no agreement can be made, then Council shall choose a judge. The decision of such arbitrator shall be binding on the districts involved and the Control Council. Cost of such arbitration shall be borne proportionately per capita by the districts involved.

7. Employee Status. For this agreement and for the sole purpose of giving legal status to the performance thereof, where necessary, every officer and employee of the parties hereto engaged in the performance of any service hereunder shall be deemed an officer or employee of any other party while performing services for that party, which services are within the scope of this agreement and are purely district functions.

8. A schedule of fees for shared services shall be prepared by the Technical Advisory Committee to be used by participating districts and shall be updated as needed to reflect changing costs. These charges shall be approved by Council.

9. Payment of fees shall be made by prearranged agreement of participating districts when reciprocal sharing cannot be arranged.

10. (a) Participation by and the obligation of any party to this agreement may be terminated by the terminating party giving written notice at least thirty (30) days in advance of such termination to the other parties of this agreement.

(b) This agreement shall become effective on and shall remain in effect thereafter until terminated by mutual agreement of the districts party to this agreement at the time of termination.

(c) In the event any party hereto terminated their participation in this agreement, whatever contributions or share of property held by the joint powers agency shall not be refunded to such terminating party until this agreement is terminated by a majority of the districts party hereto.

11. Liability. Notwithstanding Section 4 of this agreement, the parties shall not assume, nor shall any party be deemed to assume liability for:

(a) Any act or omission of any other party to this agreement where in performance of this agreement or not;

(b) The payment of wages, benefits, or other compensation to officers, agents, or employees of any other party to this agreement.

(c) The payment of workers compensation as indemnity to officers, agents, or employees of any other party to this agreement for injury or illness arising out of the performance of this agreement.

12. The parties to this agreement may provide for contributions from the treasurer of the various counties and/or districts which contributions may be made for the purpose set forth in this agreement. Payments of public funds may be made to defray the costs of such purposes, and advances of public funds

may be made for the purpose set forth in this agreement. Such advances shall be repaid as provided herein. Personal equipment or property of one or more parties to this agreement may be used in lieu of other contributions or advances. Notwithstanding anything to the contrary herein, the joint powers agency established herein shall have absolutely no authority to assess the members who are parties hereto, and any contributions to be made by the members shall be done by agreement. The Auditor and Treasurer of the County of Butte are hereby designated as the depository of any funds to be received by the joint powers agency and shall be responsible for accounting for such funds as provided in Government Code, Section 6505. The County of Butte shall be reimbursed by the joint powers agency established herein for said services at the cost of said services to the County of Butte.

13. The joint powers agency may apply for and obtain grants from state, federal and other sources for the purpose set out in this agreement, including, but not limited to, programs for the enhancement of air quality. In the event of dissolution of this agreement, each district a party to this agreement shall receive an equal share of the disposition of property or surplus money held at the time of dissolution by said agency. In the event any of the parties hereto have contributed property or funds, the contributing party shall receive a pro rate share of any property or surplus money or assets based upon the ratio of contribution by that party to the contributions made by the other parties. In the event a party to this agreement terminates pursuant to the provisions of Paragraph 10 herein, no

distribution of assets, property or surplus funds shall be made to that terminating party until a majority of members party hereto have decided to terminate this agreement, and in which case this agreement shall be terminated.

14. The Board of Directors of the Joint Powers Agency established herein shall consist of those directors of the various districts a party hereto who have been selected to serve on the coordinating council, with each district having one director as representative. The officers of the Joint Powers Agency shall be the same as those selected by the coordinating council for its representative.

15. Notwithstanding the provisions of Government Code, Section 895, et seq., regarding contribution or indemnification, each party to this agreement shall be solely responsible and liable, as between the parties to this agreement, for its own negligent or wrongful acts or omissions in their performance of this agreement, and in this regard, each party hereto agrees to defend and hold the other parties to this agreement, their officers, agents, and employees, harmless from any and all claims, demands, causes of action, liability, or losses arising out of or because of any acts done or omitted by a party to this agreement in performance of this agreement.

Executed this 26th day of August , 1986, by the following:

  
\_\_\_\_\_  
Chairman, Placer County Air Pollution Control Board



DEC 2 1986

APPROVAL AND AGREEMENT

PLACER COUNTY HEALTH DEPT.

The undersigned Air Pollution Control Districts hereby approve the request of the Placer County Air Pollution Control District to become a party to the Sacramento Valley Air Basin Air Pollution Control Council Joint Powers Agreement.

It is further agreed that this approval and agreement shall become effective upon execution hereof by each of the undersigned districts, and that thereafter the Placer County Air Pollution Control District shall be a party to said Joint Powers Agreement and subject to all the terms and conditions of said agreement.

Dated: 10-21-86

BUTTE COUNTY AIR POLLUTION CONTROL DISTRICT

BY

Ed McLaughlin

Dated:

10/14/86

COLUSA COUNTY AIR POLLUTION CONTROL DISTRICT

BY

Glenn County

Dated:

October 7, 1986

GLENN COUNTY AIR POLLUTION CONTROL DISTRICT

BY

Glenn County  
CHAIRMAN, AIR POLLUTION CONTROL DISTRICT, BOARD  
OF DIRECTORS

Dated:

NOV 04 1986

SACRAMENTO COUNTY AIR POLLUTION CONTROL DISTRICT

BY

Ellen Loren

Dated: October 7, 1986

SHASTA COUNTY AIR POLLUTION CONTROL DISTRICT

BY

Stephen C. Shandman

Dated:

11-4-86

SUTTER COUNTY AIR POLLUTION CONTROL DISTRICT

BY

Tom P. Kiser  
ALD

Dated:

10/7/86

TEHAMA COUNTY AIR POLLUTION CONTROL DISTRICT

BY

Bill Filmer  
Chairman of the Board of Supervisors

Dated: October 8, 1986

YOLO-SOLANO AIR POLLUTION CONTROL DISTRICT

BY

Betsy A. Marchand

Dated: October 14, 1986

YUBA COUNTY AIR POLLUTION CONTROL DISTRICT

BY

Michelle D. Mathias

Chairman

# **BYLAWS**

## **SACRAMENTO VALLEY BASINWIDE AIR POLLUTION CONTROL COUNCIL**

ADOPTED JANUARY 26, 1979

(Amended June 25, 1999; March 1, 2002; August 6, 2004; June 3, 2005; Amended June 3, 2011, Amended June 7, 2013, Amended December 11, 2015, December 7, 2018)

### **ARTICLE I. NAME**

This Council shall be known as the Sacramento Valley Basinwide Air Pollution Control Council (BCC) as authorized pursuant to California Health and Safety Code (CH&SC) Section 40900.

### **ARTICLE II. GENERAL**

All meetings and proceedings of the Council shall be in accordance with applicable statutes governing public entities, including but not limited to, the Ralph M. Brown Act, and the Public Records Act.

### **ARTICLE III. PURPOSE**

#### **A. Activities mandated by State law.**

The purpose of the BCC is to carry out the following activities pursuant to State law and the California Code of Regulations (CCR):

##### **1. Smoke Management Program (SMP)**

- (i) Pursuant to Title 17 of the CCR the BCC must adopt and implement a comprehensive, regional SMP, which applies to all types of agricultural burning, including prescribed burning, and applies to all elevations within the Sacramento Valley Air Basin.
- (ii) The BCC will work with CARB and agencies with jurisdiction over air quality within the Sacramento Valley Air Basin to include provisions in the SMP to improve responses to citizen complaints, improve smoke control measures, and encourage CARB to respond more quickly to requests for burnable acreage allocation updates when meteorological conditions are best suited for smoke dispersion (See CH&SC Section 41865(u).
- (iii) The BCC shall initiate a review process for the SMP each January to determine to what extent amendments are necessary. This review shall include those program elements covered under the Rice Straw Burning Reduction Act and the supporting Conditional Rice Straw Burning Permit Program (Conditional Permit Program) as discussed below. The BCC may combine these provisions with the SMP document or may reference these provisions as a separate document. The BCC shall ensure that the revised SMP is available for public comment and reviewed during at least one workshop and one hearing annually prior to adoption. Pursuant to CCR Section 80140 (k) SMP amendments shall be submitted to CARB for approval within 30 days of adoption and shall not be effective until approved.

2. Rice Straw Burning Reduction Act of 1991.

Pursuant to CH&SC Section 41865, the Connelly-Areias-Chandler Rice Straw Burning Reduction Act of 1991, the BCC shall provide consultation to CARB on the adoption of regulations addressing conditional rice straw burning permits.

As specified in this Section, in 2001, and thereafter (unless the statute is amended), the BCC shall annually determine which is less, 125,000 acres or the total of 25% of each individual conditional rice straw burning permit applicant's planted acres. The BCC shall determine the maximum percentage applicable to all growers subject to the conditions for conditional rice straw burning permits set forth in this Section.

The BCC shall provide one member to serve on the advisory committee established by CARB and the California Department of Food and Agriculture to assist with the identification and implementation of alternatives to rice straw burning.

3. Conditional Rice Straw Burning Permit Program for the Sacramento Valley Air Basin

(i) The BCC shall implement and ensure compliance with the following program elements:

- (a) Granting of Conditional Permits.
- (b) Proper use of qualified rice disease inspectors by Agricultural Commissioners.
- (c) Proper use of disease significance thresholds until May 30, 2003.
- (d) Use of proper program forms.
- (e) Matters relative to false reporting.

(ii) The BCC shall develop procedures for each rice inspection method. Until May 30, 2003, those procedures shall conform to the procedures included in the regulation.

(iii) The BCC shall be responsible for the existence of a program for the certification and training of rice disease inspectors pursuant to CCR Section 80157.

(iv) Implementation Reports

The BCC shall submit a program implementation report to CARB and CDFA by July 15, 2002, and annually thereafter. The report shall include the statistical information specified in CCR 80158.

(v) Program Amendments

The BCC may amend the Conditional Rice Straw Burning Permit Program. Amendments must be submitted to CARB for approval pursuant to CCR Section 80159.

B. General Coordination Activities of the BCC

The BCC shall work to assist Districts in the Sacramento Valley Air Basin in coordinating all air pollution control activities to ensure that the entire Sacramento Valley Air Basin is, or will be, in compliance with the requirements of State and Federal law, by carrying out the following activities:

1. Promote unity and efficiency among Districts and act as a forum for sharing knowledge and information.

2. Promote uniformity in methods of practice and enforcement of air pollution laws and regulations and encourage the establishment of applicable operational standards and regulations.
3. Serve as a clearinghouse and forum for the endorsement of proposed air pollution rules relating to attainment plans for Districts in the Sacramento Valley Air Basin. Since the Sacramento Valley Air Basin comprises districts that may or may not be in the same attainment area for various air quality standards, the Technical Advisory Committee (TAC) to the BCC will identify the rules and plans most suitable for presentation to the BCC. The BCC may separately request to hear presentations on any rules or plans affecting any portion of the Sacramento Valley Air Basin.
4. Benefit the citizens of the Sacramento Valley Air Basin by disseminating information to the public concerning health effects of air pollution.
5. Develop and maintain close communications and a publicly responsible cooperative relationship with CARB and the Environmental Protection Agency for the purpose of advising them on the impact of proposed regulations and programs on the citizens of the Sacramento Valley Air Basin and on Districts. To this end any proposed requirements or mandates presented to any District by these agencies should be evaluated and considered by the TAC for presentation to the BCC.
6. Participate in the development and promotion of legislation beneficial to the Sacramento Valley Air Basin, and oppose legislation that is not beneficial, by direct contact with the State Legislature, Congress, and legislative staffs.
7. Promote statewide communication between Air Basin Control Councils and district boards in the interest of better coordination and cooperation and in support of mutual concerns.

#### **ARTICLE IV. MEMBERSHIP**

##### **A. Active Members**

The District Board of each District that is included, in whole or in part, with the Sacramento Valley Air Basin shall designate one of its elected members to serve as an active member of the BCC.

##### **B. Alternate Members**

A district's Board of Directors may designate one of its elected members to serve as an alternate member. Alternate members have the same rights as an active member unless otherwise noted in these bylaws. Alternate members may only act as alternates if the active member for their district is absent.

##### **C. Voting Rights**

Each active member or, in their absence the alternate member, shall have one vote. No District shall be entitled to more than one vote on any question. See further information under "Quorum."

#### **ARTICLE V. ELECTED OFFICERS**

##### **A. Officers**

The elected officers of the BCC shall be a Chair and Vice Chair. The TAC member in the Chair's District shall carry out other duties as requested by the Chair.

#### **B. Election of Officers**

The Chair shall accept nominations from the floor for each office. In the event of a contest the election shall be by written ballot. The Secretary shall tabulate the ballots. The nominee receiving the highest number of votes shall be elected. All officers shall be nominated and elected from the active membership at the first meeting of each calendar year and shall serve one year or until their successors have been elected. All officers shall take office at the end of the meeting at which they are elected. Alternate members are not eligible office holders.

1. If the Chair and Vice Chair are both absent another BCC member in such case shall call the meeting to order, and a chair pro tem shall be elected who would hold office during that session, unless such office is terminated by the entrance of the Chair or Vice Chair.

#### **C. Succession of Officers**

The Vice Chair shall be qualified to succeed to the Chair.

#### **D. Vacancy in Office**

Should a vacancy occur in the Office of Chair the Vice Chair shall immediately succeed to the Chair to serve the remainder of the current term.

Should a vacancy occur in the Office of Vice Chair, the BCC by a majority vote of the membership shall elect a new Vice Chair.

#### **E. Appointed Functions**

The BCC shall designate a Secretary, Treasurer, and Custodian of Records.

### **ARTICLE VI. DUTIES**

#### **A. Chair**

1. The Chair shall preside at all BCC meetings.
2. The Chair may appoint Committees as deemed appropriate.
3. The Chair may designate assignments to the TAC when deemed appropriate.
4. The Chair shall have the power to call for special meetings with due regard to reasonable notice to BCC members and in full compliance with the Brown Act.
5. The Chair shall:
  - (i) Direct each TAC member to post the BCC agenda at its district office at least 72 hours prior to each meeting.
  - (ii) Ensure that the TAC publishes a legal notice for hearing for any proposed revision to the SMP in newspapers of general circulation in the basin and that each TAC member also posts this notice at each district office.
  - (iii) Ensure that legal notices are published for any other matters that the Chair finds require a public hearing and ensuring that each TAC member posts the notice for such hearings at the district office.

#### **B. Vice Chair**

1. In the absence of the Chair the Vice Chair shall perform the duties of Chair.
2. The Vice Chair shall perform the duties as prescribed by the bylaws of the BCC and shall make himself available for any special assignments as desired by the Chair.

## **ARTICLE VII. MEETINGS**

### **A. Frequency**

1. Meetings shall be held the first Friday of every other month of each year unless cancelled by the BCC Chair.
2. Other meetings may be called at timely intervals by the Chair.

### **B. Quorum**

1. A quorum of all meetings shall be a majority of members.
2. TAC members shall notify the BCC Secretary of their respective BCC member's attendance at the BCC meeting two weeks in advance of the scheduled BCC meeting or as soon thereafter as possible.
3. Where lack of a quorum occurs at a scheduled meeting, the BCC members may continue the meeting as a Committee of The Whole. Any actions taken at the meeting shall be ratified at the next BCC meeting.

### **C. Votes**

1. All actions require a majority vote by the voting members of the BCC. When a member is at a tele-conferencing location, all votes must be by roll-call.

### **D. Conduct**

1. Robert's Rules of Order shall be followed unless inconsistent with these bylaws.

### **E. Agendas**

1. All reports, communications, resolutions, contracts or other matters to be submitted to the BCC shall be delivered to the Secretary to the BCC at least ten (10) working days prior to the BCC meeting. The Secretary shall then prepare an agenda and supporting documentation of such matters, and shall furnish each BCC member with a copy of the agenda five (5) days prior to the BCC meeting. All supporting documents provided to members before OR AT the meeting must be made public.
2. Every agenda shall provide an opportunity for members of the public to directly address the BCC as to items of interest to the public that are within the subject matter jurisdiction of the BCC and that are not otherwise listed on the agenda.

### **F. BCC Correspondence**

All reports, communications, resolutions, contracts or other matters to be submitted to the BCC shall be delivered to the Secretary to the BCC two weeks prior to the BCC meeting. The Secretary shall then distribute a copy to each BCC member or to each TAC member for distribution to the respective TAC member's BCC representative.

### **G. Budget Process**

The BCC shall adopt its annual budget in accordance with the following procedure:

1. The Chair shall facilitate the preparation of the annual BCC budget beginning at the first BCC meeting of each calendar year for the following fiscal year (July 1 to June 30).
2. The BCC shall prepare, and make available to the public at least thirty (30) days prior to public hearing, a summary of its budget.

3. The BCC shall adopt a balanced budget, identifying revenue, anticipated expenditures, and any reserves.
4. The BCC budget shall be in a line item format.
5. The Treasurer to the BCC shall maintain records of all BCC invoices, revenues, and expenditures. The Treasurer shall submit itemized, bimonthly reports to the BCC.
6. The BCC may adopt a separate budget policy concerning expenditures, claims, reserves, and budget preparation so long as it does not conflict with these bylaws.

#### H. Audits

At the express direction of the BCC, the BCC Treasurer shall arrange for a bi-annual audit of the accounts and records of the BCC. The BCC may contract with either a certified public accountant or a county auditor to conduct the audit or may appoint an audit committee of BCC members. The minimum requirements of the audit shall conform to generally accepted auditing standards. An audit report shall be filed with the BCC and a copy shall be filed with the BCC Custodian of Records within twelve (12) months of the end of the fiscal year under examination.

#### I. Claims

All claims for money or damages against the BCC are governed by PART 3 (commencing with Section 900) and PART 4 (commencing with Section 940) of Title 1 of the Government Code.

#### J. Records

The BCC secretary and treasurer shall forward records to the Custodian of Records for retention on an annual basis.

### **ARTICLE VIII. TECHNICAL ADVISORY COMMITTEE**

#### A. Purpose

The TAC shall carry out the duties assigned by the BCC concerning technical, enforcement and planning processes, and take other actions necessary to advise the BCC on all aspects of air pollution control efforts in the Sacramento Valley Air Basin.

#### B. Membership

1. Any APCO duly appointed in the Sacramento Valley Air Basin shall be considered a member of the TAC.
2. Each APCO shall have one vote on any matter before the TAC. No APCO shall be entitled to more than one vote on any question. See further information under "Quorum".
3. An APCO may appoint an assistant in the respective District to serve as their representative to the TAC. The APCO must give written notice of the appointment to the TAC Chair. A representative appointed in this manner may vote in place of the APCO. Use of an appointed representative does not preclude the APCO from sending additional nonvoting representatives to any TAC meeting.

#### C. Meetings

1. Frequency. The TAC shall meet monthly, unless cancelled by the TAC Chair. The BCC or the TAC Chair may schedule additional meetings as necessary to perform the TAC functions.
2. Quorum
  - (i) A quorum of all meetings shall be a majority of members.



- (ii) Where lack of a quorum occurs at a scheduled meeting, the TAC members may continue the meeting as a Committee of The Whole. Any actions taken at the meeting shall be ratified at the next TAC meeting.

3. Votes

- (i) All actions require a majority vote by the voting members of the TAC. When a member is at a tele-conferencing location, all votes must be by roll-call.

D. Agendas

1. All reports, communications, resolutions, contracts or other matters to be submitted to the TAC shall be delivered to the Secretary to the BCC at least ten (10) working days prior to the TAC meeting. The Secretary shall then prepare an agenda and supporting documentation of such matters and shall furnish each TAC member with a copy of the agenda a minimum of five (5) days prior to the TAC meeting. All supporting documents provided to members before OR AT the meeting must be made public.
2. Every agenda shall provide an opportunity for members of the public to directly address the BCC as to items of interest to the public that are within the subject matter jurisdiction of the BCC and that are not otherwise listed on the agenda.

E. Noticing Requirements

TAC members shall furnish agenda items and backup documentation to the BCC Secretary 7 days in advance of the scheduled TAC meeting. The BCC Secretary shall distribute Agendas and backup documentation at least 96 hours in advance of the scheduled TAC meeting. TAC members shall post a notice of each TAC meeting at District offices at least 72 hours prior to each meeting.

F. Statewide Coordination

TAC members are encouraged to participate in the California Air Pollution Control Officers Association to enhance their knowledge in the broad field of air pollution and to coordinate Sacramento Valley Air Basin programs with the Association's objectives and programs.

G. Supplemental Policies and Protocols

The TAC shall develop and approve supplemental policies and protocols as needed to ensure efficient coordination and operations pursuant to these bylaws. BCC approval may be necessary as determined by the TAC on a case-by-case basis. The BCC Secretary shall maintain a current index of the policies and protocols known as the Administrative Code.

**ARTICLE IX. REVISIONS TO THESE BYLAWS**

A. Frequency

1. The BCC shall review these bylaws at the first meeting of each fiscal year to determine whether or not a revision to the bylaws is necessary.
2. Notwithstanding Section A.1. above, any BCC member may request that the Chair initiate a review of these bylaws by the BCC at any time. The member shall specify the reason for the review to the Chair. The Chair will grant the request if it determines that there is good cause to review.

**B. Process**

1. The BCC shall review any proposed revisions to these bylaws during at least one public meeting of the BCC. The Chair shall determine if additional meetings are necessary.
2. The Chair shall ensure that known interested parties are given reasonable notice of any intent to revise these bylaws and are given an opportunity to provide input.
3. Revisions to these bylaws shall be reviewed by at least one legal counsel to be selected by the Chair.
4. The BCC may act to approve revisions to these bylaws only after A, B, and C above have been completed.

**ARTICLE X. COMPLIANCE WITH THE CALIFORNIA POLITICAL REFORM ACT**

**A. Conflict of Interest Code**

The BBC supports compliance with the Political Reform Act of California (Act) as amended January 1, 2001, including all subsequent amendments.

## **ATTACHMENT A**

### **CONFLICT OF INTEREST CODE FOR Sacramento Valley Basinwide Air Pollution Control Council**

---

The Political Reform Act (Government Code Section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes.

The Fair Political Practices Commission ("FPPC") has adopted a regulation (2 Cal. Code of Regs. 18730) which contains the terms of a standard conflict of interest code which may be incorporated by reference in an agency's code, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act, following public notice and hearings.

Therefore, the terms of 2 Cal. Code of Regs. 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code for the Sacramento Valley Basinwide Air Pollution Control Council.

Designated employees shall file statements of economic interests with Sacramento Valley Basinwide Air Pollution Control Council. The agency shall make all statements available for public inspection and reproduction, pursuant to Government Code Section 81008. Upon receipt of the statements of the members of the board and the designated employees, the agency shall make and retain a copy and forward the original of these statements to the Fair Political Practices Commission.

AMENDED (6/28/02) CONFLICT OF INTEREST CODE FOR THE  
Sacramento Valley Basinwide Air Pollution Control Council (SVBAPCC)

Designated Employees*/Positions*	Disclosure Categories
SVBAPCC Board Members	All
SVBAPCC Alternate Board Members	All
SVBAPCC Technical Advisory Committee Members	All
SVBAPCC Consultants**	All**

Disclosure Categories

1. All interests in real property located within the territorial jurisdiction of the Sacramento Valley Air Basin.
2. Any business position, income or investment(s) from sources that are subject to or likely to be subject to state and/or local standards and requirements regarding air quality.
3. Any business position, income or investment(s) from sources of the type which received financial or technical assistance from the SVBAPCC.
4. Any business position, income or investment(s) from sources of the type which has contracted with the SVBAPCC to provide services, supplies, materials, machinery or equipment.

\* Includes consultants

\*\* Consultant

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The (executive director or executive officer) may determine in writing that a particular consultant although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and based upon that description a statement of the extent of disclosure requirements. The (executive director's or executive officer's) determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

DECLARATION OF THE CHAIRMAN  
SACRAMENTO VALLEY  
BASINWIDE AIR POLLUTION CONTROL COUNCIL

The proposed Conflict of Interest Code specifically enumerates each of the positions associated with the Sacramento Valley Basinwide Air Pollution Control Council which involve the making or participation in the making of decisions which may foreseeably have a material financial effect on any financial interest.

The Council has satisfied all of the requirements of Title 2, Division 6 of the California Code of Regulations section 18750.1(b) preliminary to approval of the proposed code.

  
\_\_\_\_\_  
William Waite, Chairman



This is the last page of the conflict of interest code for the **Sacramento Valley Basinwide Air Pollution Control Council**.



## **CERTIFICATION OF FPPC APPROVAL**

Pursuant to Government Code Section 87303, the conflict of interest code for the Sacramento Valley Basinwide Air Pollution Control Council was approved on August 09, 2002. The code will be effective on September 08, 2002.

A handwritten signature in black ink, appearing to read 'Mark Krausse', written over a horizontal line.

Mark Krausse  
Executive Director  
Fair Political Practices Commission



## FAIR POLITICAL PRACTICES COMMISSION

428 J Street • Suite 620 • Sacramento, CA 95814-2329

(916) 322-5660 • Fax (916) 322-0886

August 15, 2002

Sacramento Valley Basinwide Air Pollution Control Council  
Attn: William Waite  
C/O Colusa County Air Pollution Control Dist.  
100 Sunrise Blvd., Suite F  
Colusa, CA 95932

RE: Approved Conflict of Interest Code for  
Dublin San Ramon Services District  
(SVBAPCC)

Dear Mr. Waite:

Enclosed is the conflict of interest code for the SVBAPCC approved by the Fair Political Practices Commission on August 9, 2002. The code will become effective on September 8, 2002, which is 30 days after the Commission's approval of the code. No further action is required by your agency to make this code effective.

Also enclosed is a copy of most recent version of Regulation 18730, which has been incorporated as the body of your agency's conflict of interest code and a copy of the 2001/2002 form 700. Please note that if you are not the filing officer for the statements of economic interests (Form 700), it is important that this information is forwarded to the appropriate person.

If you have any questions, please contact me at 1-866-275-3772.

Sincerely,

Carla Wardlow  
Chief, Technical Assistance Division

By: Teri Rindahl  
Political Reform Consultant

Enclosures

(Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations.)

### 18730. Provisions of Conflict of Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code section 87300 or the amendment of a conflict of interest code within the meaning of Government Code section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code sections 81000, *et seq.* The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100, *et seq.*), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their financial interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, *et seq.*

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code section 87200; and



(C) The filing officer is the same for both agencies.<sup>1</sup>

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.<sup>2</sup>

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to

---

<sup>1</sup> Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

<sup>2</sup> See Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.



receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investments and Real Property Disclosure.

When an investment or an interest in real property<sup>3</sup> is required to be reported,<sup>4</sup> the

---

<sup>3</sup> For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

<sup>4</sup> Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10

02/1/01 3 18730



statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(B) Personal Income Disclosure. When personal income is required to be reported,<sup>5</sup> the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,<sup>6</sup> the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a

---

percent or greater.

<sup>5</sup> A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

<sup>6</sup> Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.



designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (a), (b), and (c) of Government Code section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

(8.1) Section 8.1 Prohibition on Receipt of Gifts in Excess of \$320.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$320 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from



any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9



of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

a. The date the loan was made.

b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.

c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by



or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$320 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(11) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code sections 81000 - 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code section 91003.

NOTE: Authority cited: Section 83112, Government Code. Reference: Sections 87103(e),  
02/1/01 8 18730

87300-87302, 89501, 89502 and 89503, Government Code.



CONFLICT OF INTEREST CODE FOR  
Sacramento Valley Basinwide Air Pollution Control Council

---

The Political Reform Act (Government Code Section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes.

The Fair Political Practices Commission ("FPPC") has adopted a regulation (2 Cal. Code of Regs. 18730) which contains the terms of a standard conflict of interest code which may be incorporated by reference in an agency's code, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act, following public notice and hearings.

Therefore, the terms of 2 Cal. Code of Regs. 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code for the **Sacramento Valley Basinwide Air Pollution Control Council**.

Designated employees shall file statements of economic interests with the Sacramento Valley Basinwide Air Pollution Control Council. The agency shall make all statements available for public inspection and reproduction, pursuant to Government Code Section 81008. Upon receipt of the statements of the members of the board and the designated employees, the agency shall make and retain a copy and forward the original of these statements to the **Fair Political Practices Commission**. All original statements shall be retained by the **Fair Political Practices Commission**.

CONFLICT OF INTEREST CODE FOR THE  
Sacramento Valley Basinwide Air Pollution Control Council (SVBAPCC)

APPENDIX

Designated Positions

Disclosure Categories

SVBAPCC Board Members	All
SVBAPCC Alternate Board Members	All
SVBAPCC Technical Advisory Committee Members	All
SVBAPCC Consultants and New Positions	All

Disclosure Categories

1. All interests in real property located within the territorial jurisdiction of the Sacramento Valley Air Basin.
2. Any business positions and investments in, and income (including receipt of gifts, loans and travel payments) from sources that are subject to or likely to be subject to state and/or local standards and requirements regarding air quality.
3. Any business positions and investments in, and income (including receipt of gifts, loans and travel payments) from sources of the type which received financial or technical assistance from the SVBAPCC.
4. Any business positions and investments in, and income (including receipt of gifts, loans and travel payments from sources of the type which has contracted with the SVBAPCC to provide services, supplies, materials, machinery or equipment.

\* Includes consultants

**\*\*Consultants/New Positions**

Consultants and New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The SVBACC may determine that a particular consultant or new position although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's or new position's duties and based upon that description a statement of the extent of disclosure requirements. The SVBACC determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. The determination shall be made when the consultant contract is approved at a regular meeting of the SVABCC.

# SACRAMENTO VALLEY

## BASINWIDE AIR POLLUTION CONTROL COUNCIL

---

Butte Colusa Feather River Glenn Placer Sacramento Shasta Tehama Yolo-Solano

---

### **POLICY FOR ROTATION OF THE CHAIR OF THE TECHNICAL ADVISORY COMMITTEE**

In order to promote a sharing of the responsibilities of chairing the Sacramento Valley Basinwide Control Council (BCC) Technical Advisory Committee (TAC) in a manner that is orderly, fair, predictable, and relatively short-term, it shall be the policy of the TAC as of January 1, 2020 and thereafter to rotate the Chair and Vice-Chair for all meetings according to the following guidelines:

1. Appointed Air Pollution Control Officers (APCO), Assistant Air Pollution Control Officers, or a staff designee of an APCO shall serve the TAC in the capacity of Chair and Vice-Chair.
2. The Chair and Vice-Chair shall serve the TAC for a term of one (1) year on a rotational schedule commencing each calendar year on January 1. The rotational schedule shall be alphabetical according to the first letter of the name of each Air District. The Chair position shall be assumed in each rotation by the APCO or his or her designee servicing the District with the next alphabetical selection in the rotation, with the Vice Chair positions as the very next selection in the alphabetical sequence. Unless determined otherwise by the TAC, should a vacancy occur in the Office of Chair during the term of service, the Vice-Chair shall immediately succeed to the Chair to serve the remainder of the current term, with the rotation continuing as scheduled in the next term.
3. Service as the Chair and Vice Chair shall be mandatory for the designated one year period and shall be automatically assumed to be in place without vote from the TAC membership unless the successor Chair/Vice-Chair candidate provides a 60 day notice to the then current Chair of the TAC prior to a scheduled rotation of an inability to serve due to personal, medical, or workload issues. The TAC will not recognize a deviation from this notifications policy except in emergency situations which require immediate action. In an instance of service inability, the Chair/Vice-Chair position(s) shall rotate to the next alphabetical selection, unless determined otherwise by the TAC. It is mutually understood and accepted by all TAC members that all Districts are operating under significant workloads and that only unusual workload issues that are documented and acceptable to the TAC membership upon majority vote shall be an acceptable reason for refusal to serve. Personal or medical reasons for refusal to serve shall not require documentation of acceptance by the TAC membership.

**MEMORANDUM OF UNDERSTANDING  
REGARDING RECORDS CUSTODIAN SERVICES**

**For the  
SACRAMENTO VALLEY BASINWIDE AIR POLLUTION CONTROL COUNCIL**

- 1. Parties.** This Memorandum of Understanding (MOU) is between the Sacramento Valley Basinwide Air Pollution Control Council (BCC) and the Butte County Air Quality Management District (District), each of which is a body corporate and politic and a public agency of the State of California.
- 2. Purpose.** The purpose of this MOU is to memorialize the agreement between the parties for the District to provide the services of Records Custodian to the BCC. The District was appointed as the BCC's Records Custodian at the June 8, 2007 meeting, pursuant to Article V paragraph E of the BCC Bylaws.
- 3. Records Custodian Services.** The BCC and District agree that the following services will be provided by the District. The District agrees to provide storage to the BCC at a cost of \$1 per cardboard storage box per month or a lump sum of \$300 per year whichever is greater. The District will generate an invoice at the beginning of the service agreement year. Any cost adjustments or additional charges during the year, will be adjusted on the subsequent year's invoice. Any services in addition to the following may be billed to the BCC at the District's current hourly labor rate.

  - a. The District is providing a service to store existing records and is not providing a service to check files in and out, mail files and/or provide copies of files.
  - b. The files will be available at the District's office to the Secretary/Treasurer who will have access to the stored files for BCC needs.
  - c. The Secretary/Treasurer will maintain current files (approximately one year worth) at the BCC Secretary/Treasurer office location. These files are not the responsibility of the District.
  - d. When Secretary/Treasurer is ready to submit prior fiscal year records for storage she/he will provide an index listing each file presented for storage. This list will become part of the BCC records.
  - e. When Secretary/Treasurer removes files she/he will list each file removed from the District office and keep this list with the files.
  - f. Files will be stored in cardboard storage boxes provided by the BCC. The BCC agrees to purchase a file cabinet or fire proof file cabinet if the BCC decides to store their records in such. While the District will provide reasonable care of the BCC records it is not responsible for damage due to fire, water, theft or vandalism.
  - g. If the BCC decides at a future date to have the records recorded and retained in electronic media and/or develop and implement a records retention schedule the District will not be

## Records Custodian Memorandum of Understanding

Page 2

responsible for these activities unless a separate contract is executed with the BCC to cover the District's costs of this service.

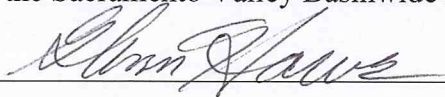
- h. The District will maintain the existing file index. This MOU does not include the task of preparing a revised file index of file guide.

4. **Effective Date.** This MOU is effective December 2, 2011.

5. **Termination.** This MOU may be terminated by either party by giving written notice to the other party of at least sixty (60) days.

6. **Acceptance of Agreement.**

By the Sacramento Valley Basinwide Air Pollution Control Council

 Date: 12/13/11

By the Butte County Air Quality Management District

 Date: 12/5/2011

# SACRAMENTO VALLEY

## BASINWIDE AIR POLLUTION CONTROL COUNCIL

Chair					Vice Chair			
Butte	Colusa	Feather River	Glenn	Placer	Sacramento	Shasta	Tehama	Yolo-Solano

### POLICY FOR ISSUING PAYMENTS/WARRANTS TO VENDORS OF THE BCC

In order to provide a proper segregation of fiscal duties and provide safeguards for the management of BCC funds the following process is hereby implemented for the issuing of payments/warrants to vendors of the BCC and payment of other routine expenses incurred by the BCC:

- 1.) Upon receipt of invoice for services from any vendor the Treasurer shall review the invoice for accuracy and ensure proper funding is available in the current fiscal year budget.
- 2.) After the Treasurer has determined that payment for invoices is required the Treasurer shall prepare a register of payments/warrants to be placed on the monthly Technical Advisory Committee agenda for approval and issuance by the Technical Advisory Committee.
- 3.) Upon approval by the Technical Advisory Committee the Treasurer shall sign warrants and remit to vendors in a timely manner.
- 4.) The Treasurer shall provide a monthly report to the Technical Advisory Committee of financial data including all year to date fund activity, spending analysis in relation to the current fiscal year budget, and bank statements and reconciliation reports.
- 5.) In the event that no monthly TAC meeting is held or a payment requiring more immediate attention should arise, the Treasurer shall seek authority from the TAC Chair or the BCC Chair for direction on the individual matter. The TAC Chair or the BCC Chair may grant the Treasurer authority to issue payment for the individual circumstance only. Should such an instance arise the payment would still be listed on the subsequent meeting agenda so that all members may be apprised of the expenditure.

All correspondence should be addressed as follows:  
Sacramento Valley BCC  
c/o Amy Gwinnup, Secretary-Treasurer  
462 Mosburg Loop  
Yuba City, CA 95991  
(530) 870-8679 [sacvalleybcc@comcast.net](mailto:sacvalleybcc@comcast.net)

# SACRAMENTO VALLEY

## TECHNICAL ADVISORY COMMITTEE

						Chair	Vice-Chair	
Butte	Colusa	Feather River	Glenn	Placer	Sacramento	Shasta	Tehama	Yolo-Solano

### **Financial Policy**

It is the intent of the TAC to maintain appropriate internal controls within the organization of the BCC.

### **FINANCIAL REPORTS**

The Secretary-Treasurer shall utilize QuickBooks for the reconciliation of bank accounts and producing a general ledger on a monthly basis and at fiscal year end. The Secretary-Treasurer shall provide these financial reports as a part of the Financial Status Report during the regularly scheduled TAC meetings for review by the Chairman of the TAC.

The Chairman of the TAC will provide a verbal report of his review of the financial statements to the TAC as a part of the financial status report. Each TAC agenda shall have an agenda item whereby the Secretary-Treasurer and the Chairman provide verbal and written information as to the financial status of the BCC. The Financial Status Report shall be accepted by a majority vote of the TAC at each regular meeting of the TAC.

### **CHECK SIGNING AUTHORITY**

Annually upon the election of a new Chairman and Vice-Chairman the signature card of the bank account shall be updated to provide for the signature authority of the Secretary-Treasurer and the Chairman for issuance of checks to vendors. The Vice-Chairman will have authority to sign in the Chairman's absence.

Adopted by the SVBAPCC on April 6, 2012.

# SACRAMENTO VALLEY

## TECHNICAL ADVISORY COMMITTEE

Vice-Chair

Butte Colusa Feather River Glenn Placer Sacramento Shasta Tehama Yolo-Solano

Chair

### **POLICY FOR ROTATION OF THE CHAIR OF THE TECHNICAL ADVISORY COMMITTEE**

In order to promote a sharing of the responsibilities of chairing the Sacramento Valley Basinwide Control Council (BCC) Technical Advisory Committee (TAC) in a manner that is orderly, fair, predictable, and relatively short-term, it shall be the policy of the TAC as of January 1, 2011 and thereafter to rotate the Chair and Vice-Chair for all meetings according to the following guidelines:

1. Appointed Air Pollution Control Officers (APCO), Assistant Air Pollution Control Officers, or a staff designee of an APCO shall serve the TAC in the capacity of Chair and Vice-Chair.
2. The Chair and Vice-Chair shall serve the TAC for a term of one (1) year on a rotational schedule commencing each calendar year on January 1. The rotational schedule shall be alphabetical according to the first letter of the name of each Air District. The Chair position shall be assumed in each rotation by the APCO or his or her designee servicing the District with the next alphabetical selection in the rotation, with the Vice Chair positions as the very next selection in the alphabetical sequence. Should a vacancy occur in the Office of Chair during the term of service, the Vice-Chair shall immediately succeed to the Chair to serve the remainder of the current term, with the rotation continuing as scheduled in the next term.
3. Service as the Chair and Vice Chair shall be mandatory for the designated one year period and shall be automatically assumed to be in place without vote from the TAC membership unless the successor Chair/Vice-Chair candidate provides a 60 day notice to the then current Chair of the TAC prior to a scheduled rotation of an inability to serve due to personal, medical, or workload issues. The TAC will not recognize a deviation from this notifications policy except in emergency situations which require immediate action. In an instance of service inability, the Chair/Vice-Chair position(s) shall rotate to the next alphabetical selection. It is mutually understood and accepted by all TAC members that all Districts are operating under significant workloads and than only unusual workload issues that are documented and acceptable to the TAC membership upon majority vote shall be an acceptable reason for refusal to serve. Personal or medical reasons for refusal to serve shall not require documentation of acceptance by the TAC membership.



SACRAMENTO VALLEY BASINWIDE AIR POLLUTION CONTROL COUNCIL  
and Technical Advisory Committee Standing Agenda Items

January TAC

New Chair and Vice Chair by rotation policy  
Reports: CAPCOA, QEEPS, CARB  
Invoice Payments  
Monthly Financial Reports  
SMP Coordinator Report  
BCC Presentations  
Set February BCC Meeting Agenda

February TAC

Reports: CAPCOA, QEEPS, CARB  
Invoice Payments  
Monthly Financial Reports  
SMP Coordinator Report  
BCC Presentation

April BCC

Status Reports: BCC, CAPCOA, BSA, CARB, TAC  
SMP Coordinator Report  
Financial Status Report  
Draft Budget  
BCC Presentation

May TAC

Reports: CAPCOA, QEEPS, CARB  
Invoice Payments  
Monthly Financial Reports  
SMP Coordinator Report  
Draft Budget  
Review Prof Service Contracts (Sec-Tres-2019)

June BCC

Status Reports: BCC, CAPCOA, BSA, CARB, TAC  
SMP Coordinator Report  
Financial Status Report  
Final Draft Budget  
Final Prof Service Contracts (Sec-Tres 2019)  
BCC Presentation

February BCC

Elect Chair and Vice Chair  
Status Reports: BCC, CAPCOA, BSA, CARB, TAC  
SMP Coordinator Report  
Financial Status Report  
BCC Presentation

March TAC

Reports: CAPCOA, QEEPS, CARB  
Invoice Payments  
Monthly Financial Reports  
SMP Coordinator Report  
BCC Presentation  
Draft Budget  
Review Prof Service Contract (Sec-Tres-2019)  
Review Smoke Management Plan  
Set April BCC Meeting Agenda

April TAC

Reports: CAPCOA, QEEPS, CARB  
Invoice Payments  
Monthly Financial Reports  
SMP Coordinator Report  
Draft Budget  
Review Prof Service Contract (Sec-Tres-2019)  
BCC Presentation

June TAC

Reports: CAPCOA, QEEPS, CARB  
Invoice Payments  
Monthly Financial Reports  
SMP Coordinator Report  
Final Draft Budget  
Final Prof Service Contracts (Sec-Tres 2019)  
Set June BCC Meeting Agenda

SACRAMENTO VALLEY BASINWIDE AIR POLLUTION CONTROL COUNCIL  
and Technical Advisory Committee Standing Agenda Items

July TAC

Reports: CAPCOA, QEEPS, CARB  
Invoice Payments  
SMP Coordinator Report  
Monthly Financial Reports/Fiscal Year end Reports  
Annual Allowable Burn Acres Report  
Annual Conditional Rice Burning Report  
*Review Conflict of Interest Code (even Years)*  
*Review Disease Eradication Protocol (2020 -5 yrs)*  
*Review Attainment Plan (2018, 2021, etc)*  
*Review By-Law Amendments*  
BCC Presentation

Aug TAC

Reports: CAPCOA, QEEPS, CARB  
Invoice Payments  
Monthly Financial Reports  
SMP Coordinator Report  
Biannual Audit FY 17-18  
BCC Presentation

Oct BCC

Status Reports: BCC, CAPCOA, BSA, CARB, TAC  
SMP Coordinator Report  
Financial Status Report  
BCC Presentation

Nov TAC

Reports: CAPCOA, QEEPS, CARB  
Invoice Payments  
Monthly Financial Reports  
SMP Coordinator Report  
Review Biannual Audit  
Review Upcoming Calendar Meeting Schedules  
Review Report on Fall Rice Straw Burn Program  
Set December BCC Meeting Agenda  
BCC Presentation

Dec TAC

Reports: CAPCOA, QEEPS, CARB  
Invoice Payments  
Monthly Financial Reports  
SMP Coordinator Report

Aug BCC

Status Reports: BCC, CAPCOA, BSA, CARB, TAC  
SMP Coordinator Report  
Financial Status Report  
Review Annual Allowable Burn Acres Report  
Review Annual Conditional Rice Burning Report -  
(CARB & CDFA)  
*Review Attainment Plan (2018, 2021, etc)*  
*Review By-Law Amendments*  
BCC Presentation

Sept TAC

Reports: CAPCOA, QEEPS, CARB  
Invoice Payments  
Monthly Financial Reports  
SMP Coordinator Report  
BCC Presentation  
Set October BCC Meeting Agenda

Oct TAC

Reports: CAPCOA, QEEPS, CARB  
Invoice Payments  
Monthly Financial Reports  
SMP Coordinator Report  
BCC Presentation

Dec BCC

Status Reports: BCC, CAPCOA, BSA, CARB, TAC  
SMP Coordinator Report  
Financial Status Report  
Review/Approve Biannual Audit  
Report on Fall Rice Straw Burn Program  
Approve Upcoming Calendar Meeting Schedules  
BCC Presentation

# SACRAMENTO VALLEY

## TECHNICAL ADVISORY COMMITTEE

---

Date: January 20, 2011  
To: Air Pollution Control Officers in the Sacramento Air Basin  
From: Mat Ehrhardt, Chair of the Technical Advisory Committee to the Sacramento Valley Basinwide Air Pollution Control Council  
Subject: Policies and Procedures of the Sacramento Valley Smoke Management Program

The Sacramento Valley Smoke Management Program (SMP) is a regional program involving nine air districts and eleven counties. The primary goals of the SMP are to protect air quality in the Sacramento Valley, protect public health and safety, and effectively manage daily burning operations. The Air Pollution Control Officers (APCOs) of the nine air districts have primary responsibility to ensure that the SMP is understood by their staff and is properly implemented.

Failure to adhere to the SMP plan creates health risk for the breathing public and risk for agricultural businesses dependent upon burning. Businesses risk further regulation if the legislature and public perceive that burns are not managed properly. Particulate episodes caused or exacerbated by poorly managed burning can negatively affect air quality planning efforts and attainment status, thereby resulting in more strict control measures for all industry and valley residents.

The undersigned APCOs commit to have their burn staff trained in SMP policies and procedures and agree to ensure that their burn staff members follow those policies and procedures.

APCOs will ensure that burn staff will have training from the SMP coordinator at least once per year. Burn staff means any and all staff who spatially and temporally manage burns, give out acres, set burn permit conditions, give permission to burn, and participate in any decisions resulting in permission to burn. Support staff that are delegated administrative authority to accept burn notifications and approve de minimus amounts of administrative burning (e.g. open burning of 10 acres or less of ditches and weeds) are not required to attend the training. Such staff include, but are not limited to, air pollution control specialists or engineers, agricultural biologists, weights & measures staff, clerical staff, supervisors, and managers.


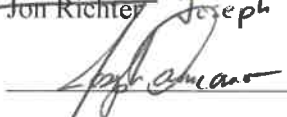


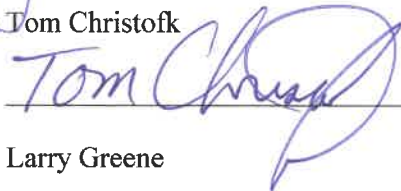


The SMP Coordinator will offer at least two training session per year in the Basin, typically prior to commencement of the fall burn season. Any staff member unable to attend at least one of the training sessions shall spend at least two hours with the SMP Coordinator to receive training prior to commencement of his or her burn duties. The SMP Coordinator may provide other practical training scenarios depending on the situation.

Critical training components include but are not necessarily limited to:

- Types of burn days, burn hours, and review of daily program information
- Meteorological conditions, AMOS and airport data, wind shifts, straw moisture, and rainfall effects
- Burn decision making
  - Spatial management of burns among district management zones
  - Timing of burns throughout burn hours
  - Lighting techniques, smoke plumes, and smoke transport
  - Acreage of burns and field conditions
  - Factors in acreage allocation and distribution methods
- Communications
  - Communication with SMP Coordinator, transfer of daily files, and accessing the Valley SMP Web site.

- Telephone requirement: Burn staff must all have a cell phone or be in the office and reachable by telephone during burn hours (10 AM to 3 PM); a telephone recording does not suffice; the SMP Coordinator and other burn staff must be able to reach each other by telephone during burn hours.
- Consultation with adjacent downwind air districts and checking surrounding air quality levels prior to giving permission to burn.
- Advising growers of their responsibilities to comply with SMP requirements

Concur:

Air District	APCO
Butte County Air Quality Management District	W. James Wagoner  Date: <u>10/21/2011</u>
Colusa County Air Pollution Control District	<del>Jon Richter</del> Joseph Damiano  Date: <u>10/21/2011</u>
Feather River Air Quality Management District	David Valler  Date: <u>10/21/2011</u>
Glenn County Air Pollution Control District	Jean Miller  Date: <u>11-18-11</u>
Placer County Air Pollution Control District	Tom Christofk  Date: <u>11-18-2011</u>
Sacramento Metropolitan Air Quality Management District	Larry Greene _____ Date: _____
Shasta County Air Quality Management District	Russ Mull  Date: <u>10/21/11</u>
Tehama County Air Pollution Control District	Alan Abbs _____ Date: _____
Yolo-Solano Air Quality Management District	Mat Ehrhardt  Date: <u>10/21/11</u>

# SACRAMENTO VALLEY

## TECHNICAL ADVISORY COMMITTEE

---

Date: January 20, 2011  
To: Air Pollution Control Officers in the Sacramento Air Basin  
From: Mat Ehrhardt, Chair of the Technical Advisory Committee to the Sacramento Valley Basinwide Air Pollution Control Council  
Subject: Policies and Procedures of the Sacramento Valley Smoke Management Program

The Sacramento Valley Smoke Management Program (SMP) is a regional program involving nine air districts and eleven counties. The primary goals of the SMP are to protect air quality in the Sacramento Valley, protect public health and safety, and effectively manage daily burning operations. The Air Pollution Control Officers (APCOs) of the nine air districts have primary responsibility to ensure that the SMP is understood by their staff and is properly implemented.

Failure to adhere to the SMP plan creates health risk for the breathing public and risk for agricultural businesses dependent upon burning. Businesses risk further regulation if the legislature and public perceive that burns are not managed properly. Particulate episodes caused or exacerbated by poorly managed burning can negatively affect air quality planning efforts and attainment status, thereby resulting in more strict control measures for all industry and valley residents.

The undersigned APCOs commit to have their burn staff trained in SMP policies and procedures and agree to ensure that their burn staff members follow those policies and procedures.

APCOs will ensure that burn staff will have training from the SMP coordinator at least once per year. Burn staff means any and all staff who spatially and temporally manage burns, give out acres, set burn permit conditions, give permission to burn, or participate in any decisions resulting in permission to burn. Such staff include, but are not limited to, air pollution control specialists or engineers, agricultural biologists, weights & measures staff, clerical staff, supervisors, and managers.

The SMP Coordinator will offer at least two training session per year in the Basin, typically prior to commencement of the fall burn season. Any staff member unable to attend at least one of the training sessions shall spend at least two hours with the SMP Coordinator to receive training prior to commencement of his or her burn duties. The SMP Coordinator may provide other practical training scenarios depending on the situation.

Critical training components include but are not necessarily limited to:

- Types of burn days, burn hours, and review of daily program information
- Meteorological conditions, AMOS and airport data, wind shifts, straw moisture, and rainfall effects
- Burn decision making
  - Spatial management of burns among district management zones
  - Timing of burns throughout burn hours
  - Lighting techniques, smoke plumes, and smoke transport
  - Acreage of burns and field conditions
  - Factors in acreage allocation and distribution methods
- Communications
  - Communication with SMP Coordinator, transfer of daily files, and accessing the Valley SMP Web site.

- Telephone requirement: Burn staff must all have a cell phone or be in the office and reachable by telephone during burn hours (10 AM to 3 PM); a telephone recording does not suffice; the SMP Coordinator and other burn staff must be able to reach each other by telephone during burn hours.
- Consultation with adjacent downwind air districts and checking surrounding air quality levels prior to giving permission to burn.
- Advising growers of their responsibilities to comply with SMP requirements

Concur:

<b>Air District</b>	<b>APCO</b>
Butte County Air Quality Management District	W. James Wagoner _____ Date: _____
Colusa County Air Pollution Control District	Harry Krug _____ Date: _____
Feather River Air Quality Management District	David Valler _____ Date: _____
Glenn County Air Pollution Control District	Mark Black _____ Date: _____
Placer County Air Pollution Control District	Tom Christofk _____ Date: _____
Sacramento Metropolitan Air Quality Management District	Larry Greene _____ Date: _____
Shasta County Air Quality Management District	Russ Mull _____ Date: _____
Tehama County Air Pollution Control District	Alan Abbs _____ Date: _____
Yolo-Solano Air Quality Management District	Mat Ehrhardt _____ Date: _____

# SACRAMENTO VALLEY

## TECHNICAL ADVISORY COMMITTEE

Vice-Chair

Chair

Butte Colusa Feather River Glenn Placer Sacramento Shasta Tehama Yolo-Solano

### **POLICY FOR TELECONFERENCING** **SVBAPCC & TAC**

1. Two weeks prior to the scheduled meeting of the TAC or the BCC a district representative shall notify the Secretary Treasurer of the need for a teleconference location(s) via email. The district representative shall provide the physical address of the teleconference location site at the time the request is made. The teleconference location must be accessible to the public and located in the Sacramento Valley Air Basin. The TAC or BCC Chair may also request single or multiple call in locations at least two weeks prior to the scheduled meeting.
2. Upon notification by a district that a teleconference location is requested the Secretary Treasurer shall contact the CAPCOA administrative offices to verify the availability of a teleconference line. Should no teleconference line be available the Secretary-Treasurer shall notify each district that the teleconference line is not available and that long distance charges will apply to the host location site. The district shall determine if those costs can be borne by the host location.
3. The Secretary Treasurer shall list the physical address of each requested teleconference site in the agenda for the scheduled meeting of the TAC or BCC meeting.
4. The agenda shall be published and distributed by the Secretary Treasurer to the TAC and/or BCC no later than 96 hours prior to the date and time of the scheduled TAC or BCC meeting. Each District that requested a teleconference location will be required to post at the physical address of the host location in a place accessible to the public the meeting notice/agenda for the scheduled TAC or BCC meeting for which the teleconference request was made. The district shall comply with this posting requirement no later than 72 hours prior to the date and time of the scheduled TAC or BCC meeting. Internet postings shall be made in addition to the paper posting of the meeting notice/agenda at the host locations.
5. The teleconference call in phone number and pass code will be provided by the Secretary Treasurer to each district that requested a teleconference location via email no later than 24 hours prior to the meeting date and time.
6. The TAC and BCC recognize the importance of face to face meetings and it is recommended that the February and June meetings be held at the host locations.

Sacramento Valley

Technical Advisory Committee

**Title:** FY2025-26 BCC Budget

**Presenter:** BCC Secretary-Treasurer

**Recommended action:** review BCC budget reserves.

ATTACHMENTS:

Description

2025-26\_Budget\_BCC\_Adopted\_6-06-2025

Upload Date

8/14/2025

Type

Supporting Documents



# SACRAMENTO VALLEY BASINWIDE AIR POLLUTION CONTROL COUNCIL

Budget FY 2025-26

NOTE: Maintain Cash Reserves at approximately 15% of budgeted expenses.

	Adopted Budget	Proposed Budget
REVENUE	FY 2024-25	FY25-26
Butte	\$ 12,529.00	\$ 12,529.00
Colusa	\$ 7,549.00	\$ 7,549.00
Feather River	\$ 16,026.00	\$ 16,026.00
Glenn	\$ 11,500.00	\$ 11,500.00
Placer	\$ 6,327.00	\$ 6,327.00
Sacramento Metropolitan	\$ 15,726.00	\$ 15,726.00
Shasta	\$ 6,350.00	\$ 6,350.00
Tehama	\$ 5,085.00	\$ 5,085.00
Yolo-Solano	\$ 12,400.00	\$ 12,400.00

<b>TOTAL REVENUE</b>	<b>\$ 93,492.00</b>	<b>\$ 93,492.00</b>
----------------------	---------------------	---------------------

## EXPENDITURES

Insurance	\$ 2,737.00	\$ 3,159.00
Miscellaneous	\$ 350.00	\$ 360.50
Office Expenses	\$ 275.00	\$ 283.25
Professional Services		
Ag Burn Services	\$ 51,400.00	\$ 51,400.00
Meteorological Services	\$ 9,776.00	\$ 9,776.00
Administrative Services	\$ 16,777.63	\$ 17,090.28
Financial Audit (Biannual)	\$ -	\$ 6,896.00
Special Department Expense		
Memberships	\$ 500.00	\$ 515.00
Public Notices	\$ 750.00	\$ 1,545.00
Software	\$ 100.00	\$ 103.00
Storage Fees	\$ 300.00	\$ 300.00
Contribution, Biomass Energy Conference		
Travel, Food, Lodging		
Meetings	\$ 100.00	\$ 103.00

\*Based on 2019 Permit Count

<b>TOTAL EXPENDITURES</b>	<b>\$ 83,065.63</b>	<b>\$ 91,531.03</b>
---------------------------	---------------------	---------------------

Excess of revenues over/under expenditures:	\$ 10,426.37	\$ 1,960.97
Prior year projected fund balance (unaudited):	\$ 38,282.12	\$ 36,248.00
<Less required cash reserves at 15% of expenses>	\$ (12,460.00)	\$ (13,730.00)

Unassigned:	\$ 36,248.49	\$ 24,478.97		
-------------	--------------	--------------	--	--

\* calculated 3% increase from prior year.

Budget adopted at BCC meeting June 6, 2025

## Historical Fund Balances (Reference)

	Audited Fund Balance
6/30/2020	\$ 14,285.06
Projected Fund Balance FY 2020-21: \$8,90	6/30/2021 \$ 17,442.40
Projected Fund Balance FY 2021-22: \$13,3	6/30/2022 \$ 38,282.12
Projected Fund Balance FY 2022-23: \$17,4	6/30/2023 \$ 38,282.00
Projected Fund Balance FY 2023-24: \$	6/30/2024 \$ 36,248.00

\*Projected Audit Balance

\*Projected Audit Balance

Sacramento Valley

Technical Advisory Committee

**Title:** BCC Legislative Platform

**Presenter:** Gretchen Bennitt

**Recommended action:** continue discussion of the BCC Legislative Platform in preparation for BCC meeting presentation.

ATTACHMENTS:

Description	Upload Date	Type
Draft 2025 Legislative Platform - BCC 7-25 Rev	8/14/2025	Supporting Documents

# DRAFT

## Sacramento Valley Basinwide Air Pollution Control Council Legislative Platform

### **Objective:**

To respond in a timely fashion to relevant legislation with TAC Chair and BCC Chair authorization.

### **Principal Goal:**

Promote healthy air quality for public health benefits and utilize resources to implement these goals throughout the Sacramento Valley Air Basin consisting of the Air Districts of Butte, Colusa, Feather River, Glenn, Placer, Sacramento, Shasta, Tehama, and Yolo-Solano.

### **Legislative Platform:**

1. Support legislation that advances the utilization of agricultural biomass and other technologies that reduce air pollution resulting from agricultural activities.
2. Support and encourage legislation to increase incentive funding available for programs that provide early emission reductions through voluntary action to decrease the burden of regulatory actions on agriculture, business, and industry.
3. Support legislation promoting energy efficiency and clean alternative energy.
4. Support air quality legislation that incorporates rational approaches to regulation, is based on solid scientific principles and considers the costs to business.
5. Support legislation that reduces the regulatory burden on business by encouraging consistency among local air districts, state, and federal programs.
6. Support legislation that encourages innovation and provides flexibility to air pollution control districts and local businesses in meeting air quality goals.
7. Support legislation to increase state and federal funding for mandated programs and provide additional funding for new mandates from the state and federal government.

Sacramento Valley

Technical Advisory Committee

**Title:** Preliminary September TAC Regular Meeting Agenda

**Presenter:** BCC Secretary/Treasurer

Recommended action: set agenda for TAC for September, 2025 regular meeting.

ATTACHMENTS:

Description	Upload Date	Type
2025-9-17 PRELIMINARY September TAC Agenda	8/14/2025	Supporting Documents

# SACRAMENTO VALLEY

## TECHNICAL ADVISORY COMMITTEE

							Chair	Vice Chair
Butte	Colusa	Feather River	Glenn	Placer	Sacramento	Shasta	Tehama	Yolo-Solano

### **\*\* MEETING NOTICE \*\***

Date: Wednesday, September 17, 2025

Time: 1:30pm

Location: Butte County AQMD  
629 Entler Avenue, Suite 15  
Chico, CA 95928

Alternate  
Locations:

Colusa County APCD  
100 Sunrise Blvd, Suite F  
Colusa, CA 95932

Sacramento-Metropolitan AQMD  
777 12<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Sacramento, CA 95814

Feather River AQMD  
541 Washington Street  
Yuba City, CA 95991

Shasta County AQMD  
1855 Placer Street, Suite 101  
Redding, CA 96001

Glenn County APCD  
720 N Colusa Street  
Willows, CA 95988

Tehama County APCD  
1834 Walnut Street  
Red Bluff, CA 96080

Placer County APCD  
110 Maple Street  
Auburn, CA 95603

Yolo-Solano AQMD  
1947 Galileo Court, Suite 103  
Davis, CA 95618

Members of the public may attend by calling:

Join Zoom Meeting

<https://us02web.zoom.us/j/87900474702?pwd=tDIW0bavPzMNWVJV29M0vSxWz696rv.1>

Meeting ID: 879 0047 4702

Passcode: 639057

Phone: +1 669 900 9128 US (San Jose)

### **AGENDA**

#### **ITEM NO.**

#### **1. Call to Order / Roll Call / Introductions**

**2. Period of Public Comment**

**3. Approval of Minutes from August 20, 2025 Meeting**

Motion needed.

**4. Approval of Financial Status Report as of August 31, 2025**

Motion needed.

**5. Status Reports**

- a. CA Air Pollution Control Officers Association (CAPCOA)
- b. PEEPs – Riley Peacock
- c. CA Air Resources Board (CARB) – Adam Gerber
- d. SMP Committee
- e. Smoke Management Program (SMP) – SMP Coordinator Kai Tawa

**6. BCC Administrative Policies and Procedures**

Continue review and discussion of BCC administrative policy and procedures.

**7. BCC Budget Reserves**

Continue review and discussion: is there a need to increase BCC budget reserves?

**8. BCC Legislative Platform – Gretchen Bennitt**

Continue refining new legislative platform for BCC.

**9. Uniform Permitting Efforts**

Review progress on uniform permitting efforts.

**10. Biomass Utilization**

- a. SB 88 Progress – Sacramento-Metro
- b. Permit streamlining effort for mobile biomass units, including potential model rule development.
- c. Biomass-related projects

**11. Member Reports and Future Agenda Items**

Receive reports from local air districts and suggestions for potential topics at future meetings.

**12. Additions or Deletions to October 2025 TAC Agenda**

Recommended action: set agenda for TAC for September 17, 2025 meeting.

**13. Next TAC meeting: October 15, 2025, at 1:30pm. Hosted by: Colusa County APCD**

**14. Next BCC meeting: October 3, 2025, at 10:00am. Hosted by: Tehama County APCD**

**15. Adjourn Meeting**

MEETING AGENDAS ARE POSTED BY EACH MEMBER AIR DISTRICT OF THE SACRAMENTO VALLEY BASIN AND AT THE SVBCCWEB SITE LISTED BELOW.

Meeting information can be viewed at [www.airquality.org/SVBCC](http://www.airquality.org/SVBCC)

Questions, comments, and correspondence may be directed to:  
Sacramento Valley Basinwide Air Pollution Control Council  
Laurie LaGrone, Secretary-Treasurer  
629 Entler Avenue Suite 15  
Chico, CA 95928  
530-332-9400 ext. 105    [bcctacsecretary@gmail.com](mailto:bcctacsecretary@gmail.com)

