



SHASTA COUNTY

AIR POLLUTION CONTROL BOARD

Administration
1450 Court Street, Suite 308B
Redding, California 96001
(530) 225-5557

David Kehoe, Member
Leonard Moty, Member
Les Baugh, Member
Francie Sullivan, Member
Adam McElvain, Member

AGENDA

SHASTA COUNTY AIR POLLUTION CONTROL BOARD

Board of Supervisors Chambers
1450 Court Street, Suite 263, Redding, California

Tuesday, November 6, 2018, 8:30 AM

TO ADDRESS THE BOARD: Members of the public may directly address the Air Pollution Control Board on any agenda item on the regular calendar before or during the Board's consideration of the item. In addition, the Air Pollution Control Board provides the members of the public with a Public Comment-Open Time period, where the public may address the Board on any agenda item on the consent calendar before the Board's consideration of the items on the consent calendar and may address the Board on any matter not listed on the agenda that is within the subject matter jurisdiction of the Air Pollution Control Board. Pursuant to the Brown Act (Govt. Code section 54950, et seq.), **Board action or discussion cannot be taken** on non-agenda matters, but the Board may briefly respond to statements or questions and, if deemed necessary, refer the subject matter to the appropriate department for follow-up and/or to schedule the matter on a subsequent Board Agenda.

Persons wishing to address the Board are requested to fill out a Speaker Request Form and provide it to the Clerk before the meeting begins. Speaker request forms are available (1) online at http://www.co.shasta.ca.us/BOS/docs/Request_to_talk.pdf, (2) from the Clerk of the Board on the third floor of 1450 Court Street, Suite 308B, Redding, and (3) in the back of the Board of Supervisors Chambers. If you have documents to present for the members of the Air Pollution Control Board to review, please provide a minimum of ten copies. When addressing the Board, please approach the rostrum, and after receiving recognition from the Chairman, give your name and comments. Each speaker is allocated three minutes to speak. **Comments should be limited to matters within the subject matter jurisdiction of the Board.**

The members do not receive any compensation or stipend as a result of convening as the Shasta County Air Pollution Control Board.

PUBLIC COMMENT PERIOD - OPEN TIME

Persons wishing to address the Board are requested to fill out a Speaker Request Form prior to the beginning of the meeting (forms are available from the Clerk of the Board, 1450 Court Street, Suite 308B, Redding, or in the back of the room in the Board of Supervisors Chambers). If you have documents to present for the members of the Air Pollution Control Board to review, please provide a minimum of ten (10) copies.

CONSENT CALENDAR

The following Consent Calendar items are expected to be routine and non-controversial. They may be acted upon by the Board at one time without discussion. Any Board member or staff member may request that an item be removed from the Consent Calendar for discussion and consideration. Members of the public may comment on any item on the Consent Calendar during the Public Comment Period - Open Time, which shall precede the Consent Calendar.

GENERAL GOVERNMENT

C 1 Clerk of the Board

Approve the proposed calendar of the Air Pollution Control Board's meetings for the year 2019.

No General Fund Impact

Simple Majority Vote Required

C 2 Clerk of the Board

Approve the minutes of the meetings held on October 2, 2018, as submitted.

No General Fund Impact

Simple Majority Vote Required

RESOURCE MANAGEMENT

C 3 Air Quality Management District

Administrative Office

Approve and authorize the Chairman to sign: (1) Subvention Program Application for Fiscal Year 2018-2019 in the amount of \$41,055; (2) Supplemental Funds Request Form for Fiscal Year 2018-2019 in the amount of \$9,066; (3) Subvention Program Disbursement Request for Fiscal Year 2018-2019; and (4) Subvention Program Year-End Financial Report for Fiscal Year 2017-2018.

No General Fund Impact

Simple Majority Vote Required

C 4 Air Quality Management District

Approve a budget amendment increasing appropriations by \$12,700 and revenue by \$29,876 in the Air Quality Management District budget to allocate funds for the AB617, State Community Air Protection Program.

No General Fund Impact

4/5 Vote Required

ADJOURN

The County of Shasta does not discriminate on the basis of disability in admission to, access to, or operation of its buildings, facilities, programs, services, or activities. The County does not discriminate on the basis of disability in its hiring or employment practices. Questions, complaints, or requests for additional information regarding the Americans with Disabilities Act (ADA) may be forwarded to the

County's ADA Coordinator: Director of Support Services Angela Davis, County of Shasta, 1450 Court Street, Room 348, Redding, CA 96001-1676, Phone: (530) 225-5515, California Relay Service: (800) 735-2922, Fax: (530) 225-5345, E-mail: adacoordinator@co.shasta.ca.us. Individuals with disabilities who need auxiliary aids and/or services for effective communication in the County's programs and services are invited to make their needs and preferences known to the affected department or the ADA Coordinator. For aids or services needed for effective communication during Board of Supervisors meetings, please call Clerk of the Board (530) 225-5550 two business days before the meeting. This notice is available in accessible alternate formats from the affected department or the ADA Coordinator. Accommodations may include, but are not limited to, interpreters, assistive listening devices, accessible seating, or documentation in an alternate format.

Public records which relate to any of the matters on this agenda (except Closed Session items), and which have been distributed to the members of the Board, are available for public inspection at the office of the Clerk of the Board of Supervisors, 1450 Court Street, Suite 308B, Redding, CA 96001-1673.

This document and other Air Pollution Control Board documents are available online at www.co.shasta.ca.us. In addition, The Air Pollution Control Board meeting videos are viewable on Shasta County's website at www.co.shasta.ca.us.

REPORT TO SHASTA COUNTY AIR POLLUTION CONTROL BOARD

BOARD MEETING DATE: November 6, 2018

CATEGORY: CONSENT - GENERAL GOVERNMENT-1.

SUBJECT:

Proposed calendar for 2019 Air Pollution Control Board's (APCB) meetings

DEPARTMENT: Clerk of the Board

Supervisory District No. : All

DEPARTMENT CONTACT: Mary Williams, Chief Deputy Clerk of the Board, (530) 225-5550

STAFF REPORT APPROVED BY: Mary Williams, Chief Deputy Clerk of the Board

Vote Required?	General Fund Impact?
Simple Majority Vote Required	No General Fund Impact

RECOMMENDATION

Approve the proposed calendar of the Air Pollution Control Board's meetings for the year 2019.

SUMMARY

N/A

DISCUSSION

The proposed calendar was prepared based upon previous APCB actions over the past few years in setting its annual calendar schedule. The APCB continues to maintain authority to add or cancel additional meetings throughout the year based on APCB's needs.

ALTERNATIVES

The APCB may elect not to cancel a specific meeting or combination of meetings.

OTHER AGENCY INVOLVEMENT

None.

FINANCING

There is no General Fund impact associated with approval of the recommendation.

ATTACHMENTS:

Description

2019 Proposed Calendar

Upload Date

10/24/2018

Description

2019 Proposed Calendar

Air Pollution Control Board Meetings for 2019

January

S	M	T	W	T	F	S
		H	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	22	23	24	25	26
27	28	29	30	31		

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	H	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	H	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	H	11	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	H	H	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	H	H	26	27	28
29	30	31				

H Holiday

Scheduled Meeting

REPORT TO SHASTA COUNTY AIR POLLUTION CONTROL BOARD

BOARD MEETING DATE: November 6, 2018

CATEGORY: CONSENT - GENERAL GOVERNMENT-2.

SUBJECT:

10/02/18 Draft Minutes

DEPARTMENT: Clerk of the Board

Supervisory District No. :

DEPARTMENT CONTACT: Trisha Boss, Deputy Clerk of the Board, 530-225-5550

STAFF REPORT APPROVED BY: Mary Williams, Chief Deputy Clerk of the Board

Vote Required?	General Fund Impact?
Simple Majority Vote Required	No General Fund Impact

RECOMMENDATION

Approve the minutes of the meetings held on October 2, 2018, as submitted.

SUMMARY

DISCUSSION

ALTERNATIVES

OTHER AGENCY INVOLVEMENT

FINANCING

ATTACHMENTS:

Description	Upload Date	Description
10/02/18 Draft Minutes	10/5/2018	10/02/18 Draft Minutes

AIR POLLUTION CONTROL BOARD

Tuesday, October 2, 2018

REGULAR MEETING

MINUTES

8:30 a.m.: Chairman Baugh called the meeting of the Air Pollution Control Board to order on the above date with the following present:

Present: Board Members Kehoe, Moty, Baugh, and Sullivan

Absent: Board Member McElvain

Staff: County Executive Officer Larry Lees, County Counsel Rubin E. Cruse, Jr., Administrative Board Clerk Trisha Boss, and Administrative Board Clerk Darcey Prior.

PUBLIC COMMENT PERIOD - OPEN TIME

There were no comments from members of the public.

CONSENT CALENDAR

By motion made, seconded (Moty/Kehoe), and unanimously carried, the Air Pollution Control Board took the following actions, which were listed on the Consent Calendar:

Approved the minutes of the meeting held on July 17, 2018, as submitted. (Clerk of the Board)

Approved a budget amendment increasing appropriations by \$16,000 in the Capital Asset Software account, offset by the use of fund balance, in the Air Quality Management District (AQMD) budget for the remaining TRAKiT software purchase. (Air Quality Management District)

Tuesday October 2, 2018

2

8:31 a.m.: The Air Pollution Control Board adjourned.

Chairman

ATTEST:

LAWRENCE G. LEES
Clerk of the Air Pollution Control Board

By _____
Deputy

REPORT TO SHASTA COUNTY AIR POLLUTION CONTROL BOARD

BOARD MEETING DATE: November 6, 2018

CATEGORY: CONSENT - RESOURCE MANAGEMENT-3.

SUBJECT:

Application for Subvention Fiscal Year 2018-2019 and Year-End Financial Report for Fiscal Year 2017-2018.

DEPARTMENT: Air Quality Management District
Administrative Office

Supervisory District No. : All

DEPARTMENT CONTACT: Paul A. Hellman, Director of Resource Management, 225-5789

STAFF REPORT APPROVED BY: Paul A. Hellman, Director of Resource Management

Vote Required?	General Fund Impact?
Simple Majority Vote Required	No General Fund Impact

RECOMMENDATION

Approve and authorize the Chairman to sign: (1) Subvention Program Application for Fiscal Year 2018-2019 in the amount of \$41,055; (2) Supplemental Funds Request Form for Fiscal Year 2018-2019 in the amount of \$9,066; (3) Subvention Program Disbursement Request for Fiscal Year 2018-2019; and (4) Subvention Program Year-End Financial Report for Fiscal Year 2017-2018.

SUMMARY

N/A

DISCUSSION

The Air Quality Management District (District) has received Rural Subvention Funds since 1986. This year, the District qualifies for \$41,055 in basic Subvention funding, based on the per-capita rate and population of Shasta County. In addition, the District has chosen to apply for Supplemental Subvention funding in the amount of \$9,066 to fund special projects. The District is required to apply for both subvention and supplemental funds on an annual basis. Both the Basic and supplemental funds would contribute toward continued local air pollution control services.

Rural Subvention and Supplemental Rural Subvention funding are subject to the availability of State funds. The appropriation for the Subvention Program is continued in the State Budget Act of 2018, at last year's amount of \$10,111,000. This year's per-capita rate of \$0.23 is the same as last year's rate. Future

year funding levels are undetermined and dependent upon the State budget process each year.

California Health and Safety Code Section 39806 requires that districts be engaged in effective programs to reduce air contaminants in order to receive Subvention funding. The Compliance Division of the Air Resources Board periodically audits the District’s enforcement program to verify eligibility for continued Subvention funding and has determined that the District qualifies for this State funding.

The \$9,066 request for supplemental funding is based on the projected distribution of excess funds on a per-capita basis. In Fiscal Year 2017-2018, \$10,140 of Subvention Supplemental funding was awarded to the District and was utilized for the District’s Stationary Source Program.

ALTERNATIVES

The Board may reject the basic subvention application, the supplemental subvention application, or both. This would result in the loss of funding to the District and would adversely affect the District's ability to carry out local air pollution control services. There is no alternative to filing the Year-End Financial Report for Fiscal Year 2017-2018.

OTHER AGENCY INVOLVEMENT

The California Air Resources Board will review the application documents to determine the funding available for disbursement in Fiscal Year 2018-2019. The County Administrative Office has reviewed the recommendation.

FINANCING

Subvention funds of \$50,000, which includes an estimated supplemental allocation, were projected in the District’s Fiscal Year 2018-2019 Adopted Budget. It is reasonable to expect that the District would be awarded approximately this amount in the current fiscal year. There is no General Fund impact from the recommendation.

ATTACHMENTS:

Description	Upload Date	Description
Proposed Subvention Awards	10/19/2018	Proposed Subvention Awards
Subvention Application	10/19/2018	Subvention Application
Subvention Guidance Package	10/19/2018	Subvention Guidance Package

Proposed 2018/19 SUBVENTION AWARDS

District	Population count for 17/18 Calculation	Amount required by regulation (A)	Amount requested by Districts	Supplemental requested	Estimated 2018/19 Supplemental (B)	Total Proposed Distribution for FY2018/19 (= A + B)
SMALL RURAL						
Amador (R)	37,050	\$ 34,400.00	\$ -	\$ -	\$ 12,641.28	\$ 47,041.28
Calaveras (R)	44,609	\$ 34,400.00	\$ -	\$ -	\$ 5,410.15	\$ 39,810.15
Colusa (R)	22,580	\$ 34,400.00	\$ -	\$ -	\$ 12,120.25	\$ 46,520.25
Eastern Kern (R)	138,868	\$ 34,400.00	\$ -	\$ -	\$ 4,667.45	\$ 39,067.45
El Dorado (R)	186,123	\$ 74,327.86	\$ -	\$ -	\$ 21,358.82	\$ 95,686.68
Feather River (R)	175,411	\$ 68,800.00	\$ -	\$ -	\$ 25,832.96	\$ 94,632.96
Glenn (R)	29,210	\$ 34,400.00	\$ -	\$ -	\$ 12,564.14	\$ 46,964.14
Great Basin (R)	33,531	\$ 103,200.00	\$ -	\$ -	\$ 35,591.47	\$ 138,791.47
Imperial (R)	188,650	\$ 43,389.50	\$ -	\$ -	\$ 7,161.73	\$ 50,551.23
Lake (R)	64,979	\$ 79,400.00	\$ -	\$ -	\$ 3,410.23	\$ 82,810.23
Lassen (R)	30,652	\$ 34,400.00	\$ -	\$ -	\$ -	\$ 34,400.00
Mariposa (R)	17,996	\$ 34,400.00	\$ -	\$ -	\$ -	\$ 34,400.00
Mendocino (R)	89,124	\$ 34,400.00	\$ -	\$ -	\$ 13,212.28	\$ 47,612.28
Modoc (R)	9,521	\$ 34,400.00	\$ -	\$ -	\$ -	\$ 34,400.00
North Coast (R)	176,426	\$ 103,200.00	\$ -	\$ -	\$ 37,702.03	\$ 140,902.03
Northern Sierra (R)	121,047	\$ 103,200.00	\$ -	\$ -	\$ 37,104.50	\$ 140,304.50
Northern Sonoma (R)	54,218	\$ 34,400.00	\$ -	\$ -	\$ 10,949.44	\$ 45,349.44
Shasta (R)	178,501	\$ 41,055.23	\$ -	\$ -	\$ 9,066.02	\$ 50,121.25
Siskiyou (R)	44,239	\$ 34,400.00	\$ -	\$ -	\$ 12,753.43	\$ 47,153.43
Tehama (R)	64,294	\$ 34,400.00	\$ -	\$ -	\$ 12,951.69	\$ 47,351.69
Tuolumne (R)	54,036	\$ 34,400.00	\$ -	\$ -	\$ 12,838.94	\$ 47,238.94
RURAL						
Antelope Valley (R)	395,464	\$ 90,956.72	\$ -	\$ -	\$ 6,162.46	\$ 97,119.18
Butte (R)	226,470	\$ 52,088.10	\$ -	\$ -	\$ 8,151.93	\$ 60,240.03
Mojave Desert (R)	567,230	\$ 130,462.90	\$ -	\$ -	\$ 4,231.63	\$ 134,694.53
Placer (R)	381,675	\$ 101,265.68	\$ -	\$ -	\$ 7,803.98	\$ 109,069.66
San Luis Obispo (R)	278,532	\$ 64,062.36	\$ -	\$ -	\$ 8,307.87	\$ 72,370.23
Yolo-Solano (R)	356,739	\$ 82,049.97	\$ -	\$ -	\$ 5,796.88	\$ 87,846.85
NON-RURAL						
Bay Area	7,541,512	\$ 1,734,547.76	\$ -	\$ -	\$ -	\$ 1,734,547.76
Monterey Bay	777,676	\$ 178,865.48	\$ -	\$ -	\$ -	\$ 178,865.48
Sacramento	1,519,381	\$ 349,457.63	\$ -	\$ -	\$ -	\$ 349,457.63
San Diego	3,320,108	\$ 763,624.84	\$ -	\$ -	\$ -	\$ 763,624.84
San Joaquin	4,117,617	\$ 947,051.91	\$ -	\$ -	\$ -	\$ 947,051.91
Santa Barbara	450,216	\$ 103,549.68	\$ -	\$ -	\$ 0.00	\$ 103,549.68
South Coast	17,063,249	\$ 3,924,547.27	\$ -	\$ -	\$ (0.01)	\$ 3,924,547.26
Ventura	856,111	\$ 196,905.53	\$ -	\$ -	\$ 0.00	\$ 196,905.53
	39,613,045	\$ 9,783,208.42	\$ -	\$ -	\$ 327,791.58	\$ 10,111,000.00

Subvention Program

SP-1

2018/2019 Subvention Application

APPLICANT DISTRICT:

District Name: _____
 Street Address: _____
 City: _____
 Contact Person: _____

Zip: _____
 Phone: _____

Type of Subvention: Coordinated _____ Special _____
 Rural _____ Non-Rural _____

Expenditures

1	Salaries and Benefits	
2	Operating Expenses	
3	Fixed Assets	
4	Total Expenditures (Total of Lines 1 thru 3)	

Revenue (Local Matching Funds)

5	County Contributions	
6	Fees	
7	Fines	
8	Interest Earned	
9	Other (Non-Grants): (Specify) -	
10	Total Local Matching Funds (Total of lines 5 thru 9)	

State Subvention Funds

11	State Subvention Funds (Refer to Subvention Funds Worksheet Form SP-2)	
12	State Supplemental Funds (Refer to Supplemental Funds Request form SP-3)	
13	Total State Subvention Funds (Total of lines 11 thru 12)	

Local Non-Matching Funds

14	ARB Contracts	
15	Federal Grants/Contract	
16	Other: (Specify)	
17	Total Local Non-Matching Funds (add lines 14 thru 16)	
18	Total Subvention Program Revenue (Total of Lines 10 & 13)	

FEE SYSTEM CERTIFICATION: The district has a fee system in place as required by Health and Safety Code Section 39802

Yes _____ No _____

I certify under penalty of perjury that to the best of my knowledge and belief, data in this application are true and correct. The document has been duly approved and authorized by the governing board of the applicant and the applicant will maintain a program in compliance with Title 17, Subchapter 3, Sections 90050 to 90500 of the California Code of Regulations.

I hereby certify under penalty of perjury that the receipt of these funds shall not result in the reduction of fees paid by permittees to the district and understand that any unspent or unencumbered state subvention funds must be returned to the Air Resources Board upon request pursuant to California Cod of Regulations §903060(d) and shall revert to the State General Fund.

DISTRICT AUTHORIZATION

Print (Name) _____
 Signature: _____
 Title: _____
 Date: _____

Air Resources Board		Form
Subvention Program		SP-2
2018/2019 Subvention Funds Worksheet		
APPLICANT DISTRICT:		
District Name:	_____	
Street Address:	_____	
City:	_____	Zip: _____
Contact Person:	_____	Phone: _____
COORDINATED BASE SUBVENTION		
<u>Non-Rural</u>		
It is estimated that the per capita rate will be \$0.23 if the appropriate match (one to one) is provided		
<u>Rural</u>		
It is estimated that the per-capita rate will be \$0.23 but not less than \$34,400 if the appropriate match (one to one) is provided and a fee system is in place.		
A. Coordinated Base Subvention:		
(Enter) District Population -	_____	X 0.23 _____
OR		
B. Enter - \$34,400 (rural districts)	_____	
C. Enter the greater amount (Between A & B)	_____	
3. SUPPLEMENTAL SUBVENTION		
Supplemental subvention funds will be limited in total by the amount requested by the district on the Supplemental Funds Request form. Therefore, please be sure the Supplemental Funds Form SP-3 is a complete listing of any projects or purchases requiring funding.		
DISTRICT AUTHORIZATION		
Print (Name)	_____	
Signature:	_____	
Title:	_____	
Date:	_____	

Subvention Program

SP-2 Special Districts

2018 / 2019 Subvention Program: Subvention Funds Worksheet

SPECIAL SUBVENTION - Only

Lake / El Dorado / Placer

APPLICANT DISTRICT:

District Name: _____
 Street Address: _____
 City: _____
 Contact Person: _____

Zip: _____
 Phone: _____

Pursuant to Health and Safety Code Section 39804, a special subvention may be granted to a district participating in a coordinated basinwide program and lying in an air basin whose population is less than 98,000.0 For multi-district basins, the basin special subvention and match requirements are pro-rated to the individuals districts based on their share of the basin population.

State Special Subvention for Air Basin (\$45,000):

Note: If multi-district basin, amount is pro-rated by district share of basinwide population

Local Match for Air Basin:

(1) (Enter) District Population - _____ X 0.23 _____
 OR

(2) Enter - **\$34,400** (rural districts), if amount greater than (1) _____

(3) Enter the greater amount (Between 1 & 2) _____

(4) State Special Subvention for Air Basin (\$45,000): _____

Note: If multi-district, amount is pro-rated by district share of basinwide population

(5) Add Lines 3 and 4 - Total (auto) _____

3. SUPPLEMENTAL SUBVENTION

Supplemental subvention funds will be limited in total by the amount requested by the district on the Supplemental Funds Request form. Therefore, please be sure the Supplemental Funds Form SP-3 is a complete listing of any projects or purchases requiring funding.

DISTRICT AUTHORIZATION

Print (Name) _____
 Signature: _____
 Title: _____
 Date: _____

Air Resources Board

Subvention Program

2018 / 2019 Supplemental Funds Request

APPLICANT DISTRICT:

District Name: _____
 Street Address: _____
 City: _____
 Contact Person: _____

Zip: _____
 Phone: _____

Proposed use of Supplemental Funds for Subvention Year: 2018/2019

Item / Activity	Time Frame for Purchasing or Completing Activity	Amount
Total Supplemental Funds Requested		

I certify under penalty of perjury that to the best of my knowledge and belief, data in this application are true and correct.

District Authorization

Signature _____

Date _____

Type Title and Name _____

Air Resources Board		Form
2018 / 2019 Subvention Program: Year-End Financial Report		SP-4
APPLICANT DISTRICT:		
Street Address:	_____	
City:	_____	
Contact Person:	_____	Zip: _____
	_____	Phone: _____
REPORT OF ACTUAL EXPENDITURES & REVENUE FOR SUBVENTION YEAR 2017-2018		
Actual Expenditures		
1	Salaries and Benefits	
2	Operating Expenses	
3	Fixed Assets	
4	Total Expenditures (Lines 1 thru 3)	
Actual Revenue		
Local Matching Funds		
5	County Contributions	
Fees		
a	Operating Permits	
b	Variance / Hearing Board	
c	Engineering (Permits A to C)	
d	Motor Vehicle Registration Surcharge	
e	Toxic Hot Spots	
f	Source Test	
g	Vapor Recovery	
h	Clear Air Act	
i	Asbestos	
j	Clean Fuels	
k	Ag Burning	
l	Trip Reduction	
m	<i>Others Fee (Please enter info on form 4a)</i>	
n	Carryover Fees from Prior Fiscal Years	
6	Total Fees	
7	Fines	
8	Interest Earned	
9	Other (Non-Grants): (Describe)	
10	Total Local matching Funds (add lines 5,6,7,8 & 9)	
Total Subvention revenue received from ARB		
11	State Subvention Fund Coordinated Base and Special Subvention Award (Refer to Award Letter)	
12	Total State Subvention Funds	
Local Non-Matching Funds		
13	ARB Contracts	
14	Carl Moyer Program	
15	Perp Inspections	
16	Federal Grants / Contract	
17	Other (FEDERAL) (Specify)	
18	Total Local Non-Matching Funds (lines 13 thru 17)	
19	Total Subvention Program Revenue (lines 10 and 12)	
20	Total Unspent or Unencumbered State Subvention Funds**	

**Any unspent or unencumbered State Subvention Funds must be returned to the Air Resources Board pursuant to California Code of Regulations §90360(d) and will be reverted to the State General Fund.

Air Resources Board 2018 / 2019 Subvention Program: Year-End Financial Report		Form SP-4
<p>I certify under penalty of perjury that the foregoing is true and correct. I hereby certify I under penalty of perjury that the receipt of these funds did not result in the reduction of fees paid by permittees to the district and funds were spent in compliance with the provisions of Title 17, Subchapter 3, Sections 90050 through 90500 of the California Code of Regulations. I hereby certify that the applicable evaluation criteria established in the Air Resources Board's "Evaluation Criteria for Air Pollution Control Districts Participating in the Subvention Program, " adopted on April 23, 1981, and amended May 27, 1983 were accomplished.</p>		
District Authorization		
_____ Signature	_____ Date	
Typed Name, Title _____		

Air Resources Board
Subvention Program
2018/2019 Year-End Financial Report

Form
SP-4a

APPLICANT DISTRICT: _____

Street Address: _____

City: _____

Zip: _____

Contact Person: _____

Phone: _____

Line M - Other Fees

Number	Please specify	Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
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DISTRICT AUTHORIZATION

Print (Name) _____
 Signature: _____
 Title: _____
 Date: _____



Mary D. Nichols, Chair
Matthew Rodriguez, CalEPA Secretary
Edmund G. Brown Jr., Governor

June 11, 2018

To: All Air Pollution Control Officers

FISCAL YEAR 2018-2019 SUBVENTION GUIDANCE PACKAGE

This is to transmit the guidance package to assist you in applying for Subvention Program funding. The proposed May 20, 2018 revised budget continues the \$10,111,000 appropriation for subvention to local air pollution control districts.

Please note that the application and supporting budgets are to be returned to California Air Resources Board no later than December 1, 2018. Please scan and send all necessary materials to accountspayable@arb.ca.gov or mail to:

**Air Resources Board
P.O. Box 1436
Sacramento, CA 95812-1436
Attention: Research & Process Control Unit**

If you have questions or need additional information regarding this matter, please contact Monette VanderMaiden at (916) 327-8499 or accountspayable@arb.ca.gov

Sincerely,

A handwritten signature in blue ink that reads "Edna Murphy". The signature is fluid and cursive.

Edna Murphy, Chief
Administrative Services Division

SUBVENTION GUIDANCE PACKAGE

Air Resources Board

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Subvention Program Overview

In order to receive funds and participate in the State Subvention Program, Health and Safety Code Section 39806 requires that districts be engaged in the reduction of air contaminants pursuant to the basinwide air pollution control plan and related implementation programs.

Budget Appropriation and Allocation of Funds

The Budget Appropriate for the current fiscal year is \$10,111,000, for subvention to all districts for air pollution control.

- **Non-Rural Coordinated Base Subvention Award:** Pursuant to Health and Safety Code Section 39802, the minimum non-rural base subvention award is \$18,000 and the maximum non-rural base award is \$0.23 per capita.
- **Rural Base Subvention Award:** Pursuant to Health and Safety Code Section 39802.5, the minimum base subvention award for rural districts is \$34,400.
- **Special Subvention Award:** Pursuant to Health and Safety Code Section 39804, additional funds may be allocated to an air basin with a population of less than 98,000. The State *may* subvene up to \$45,000. For multi-district basins, the basin subvention and match requirements are pro-rated to the individual districts based on their share of the basin population.
- **Supplemental Subvention Award:** Pursuant to Health and Safety Code Section 39810, additional funds *may* be awarded, upon application, for supplemental subventions.

Matching Requirements

Award Type	Matching Requirement
Non-Rural Base Subvention	1:1
Rural Base Subvention	1:1
Special Subvention	\$0.23 per capita
Supplemental Subvention	1:1 – Funds used to fulfill coordinated and individual base award matching requirements cannot be used to meet supplemental matching requirements.

Evaluation Criteria

Health and Safety Code Section 39806 requires that districts be engaged in the reduction of air contaminants in order to receive subvention funds. Criteria on which this determination is based have been jointly developed by the districts and ARB staff and adopted by the Board.

Disbursement of Funds

Districts who do not submit their application (**Form SP-1**), and supplemental request (if additional funds are requested – **Form SP-3**) by September 30th will not receive their Subvention disbursement in December. Please submit all forms to ARB either electronically or mail – refer to ARB contact information below.

The Final Approved Budget is due by November 15. If the final budget is not ready by the deadline, please notify ARB in writing prior to the November 15 deadline. In December, Subvention disbursements for all districts will be made by ARB. All subvention funds not expended or encumbered by the district during the subvention year shall be returned to the Air Resources Board and such funds shall revert to the State General Fund.

Timetables

June 1 – September 30	Subvention Application and Year End Financial Report Due
September 30	Year-End Financial Report Due
November 15	Final Approved Budget Due
December 31, 2018	Subvention Program Award Letter and Payment Sent

Reporting Requirements

The Year-End Financial Report (**Form SP 4 and 4a**) is the primary tool for determining that funds were expended in accordance with your district's approved budget. The Year-End Report is due to ARB by September 30th each year. The Year-End Financial report should be sent electronically or mailed to ARB – Refer to ARB Contact Information below.

If problems are detected in our review of your report, ARB staff will contact you immediately. Please note that any unspent or unencumbered State Subvention Funds must be returned to the Air Resources Board pursuant to California Code of Regulations §90360(d) and will be reverted to the State General Fund. Please ensure funds are spent and encumbered during the subvention year.

Right to Audit

Pursuant to Health and Safety Code Section 39808, ARB may review the programs and

expenditures of each district receiving subvention funds to ensure that funds are expended in accordance with the budget on which the subvention is based.

Air Resources Board will review district year-end financial reports and select a

representative sample of large urban, small urban and rural districts for audit. Also taken into consideration will be district audit requests and the time since a district's last audit.

Each district will be notified of an upcoming audit at least thirty days in advance.

List of Subvention Program Forms

Form SP-1 Subvention Application

Form SP-2 Subvention Funds Worksheet

Form SP-2 Special Districts – Lake, El Dorado, Placer

Form SP-3 Supplemental Funding Request Form

Form SP-4 and 4a Year-End Financial Report

ARB Contact Information

Mailing Address:

Air Resources Board
P. O. Box 1436
Sacramento, CA 95812-1436
Attention: Accounts Payable Unit

E-mail: accountspayable@arb.ca.gov

POPULATION OF LOCAL AIR POLLUTION CONTROL DISTRICTS

FY 2018-19

Amador	37,050
Antelope Valley	395,464
Bay Area	7,541,512
Butte	226,470
Calaveras	44,609
Colusa	22,580
Eastern Kern	138,868
El Dorado	186,123
Feather River	175,411
Glenn	29,210
Great Basin	33,531
Imperial	188,650
Lake	64,979
Lassen	30,652
Mariposa	17,996
Mendocino	89,124
Modoc	9,521
Mojave Desert	567,230
Monterey	777,676
North Coast	176,426
Northern Sierra	121,047
Northern Sonoma	54,218
Placer	381,675
Sacramento	1,519,381
San Diego	3,320,108
San Joaquin Valley	4,117,617
San Luis Obispo	278,532
Santa Barbara	450,216
Shasta	178,501
Siskiyou	44,239
South Coast	17,063,249
Tehama	64,294
Tuolumne	54,036
Ventura	856,111
Yolo-Solano	356,739
<hr/>	
Total Population	39,613,045

****All forms are automated and has to be filled out electronically****

Form SP-1 Application for Subvention Funds Instructions

Please complete Form SP-1 and submit to ARB between June 1st – September 30th.

Expenditures Section:

Line 1: Salaries and Benefits: Please estimate salaries and benefits costs in total. Costs include salaries, retirement, worker's compensation, employee benefits, group insurance, overtime, etc.

Line 2: Operating Expenses: Identify the total costs for communications, insurance, laboratory supplies, maintenance, memberships, office expenses, publications and legal notices, rents and leases, tools, travel, utilities, consulting and professional services, indirect costs, and any other expenses necessary for routine office operations.

Line 3: Fixed Assets: Expenditures for assets exceeding \$5,000 in value which have a useful life of more than four years.

Line 4: Total Expenditures: Add lines 1, 2, and 3

Revenue Section:

Local Matching Funds – These are funds generated within your district that will be used to meet subvention matching requirements.

Line 5: County Contributions: These are funds contributed by the county, not including revenue generated by fees, fines, interest, and state and federal grants.

Line 6: Fees: Report total fee revenue, including carryover fee revenue from the prior year. Do **not** include pass through fees collected on be-half of the State.

Line 7: Fines: Report revenue generated from fines assessed and collected.

Line 8: Interest Earned: Revenue generated form interest earned.

Line 9: Other (Non-Grants): Describe Other Sources

Line 10: Total Local Matching Funds (add lines 5,6,7,8, & 9)

State Subvention Funds – This is the amount you expect to receive from the state. Refer to the Subvention Funds Worksheet (Form SP-2) to calculate expected base and the Supplemental Funds Request (Form SP-3) for supplemental funding.

Lake / El Dorado / Placer – Please use Form SP-2 Special District.

Line 11: State Subvention Funds (Refer to Subvention Funds Worksheet Form SP-2)

Line 12: State Supplemental Funds (Refer to Supplemental Funds Request Form SP-3)

Line 13: Total State Subvention Funds: Add lines 11 thru 12

Local Non-Matching Funds – These are funds that **cannot** be used to meeting subvention matching requirements.

Line 14: ARB Contracts: Total revenue from ARB contracts awarded.

Line 15: Federal Grants/Contract: Total revenue from federal grant and contract awards.

Line 16: Other: Any other sources of revenue, including pass-through fees collected on behalf of another entity (including the State).

Line 17: Total Local Non-Matching Funds: Add lines 14 thru 16

Line 18: Total Subvention Program Revenue: Total of lines 10 & 13

Form SP-2 Subvention Funds Worksheet Instructions

This worksheet is for Calculation of Estimated Base and Special Award Only.

Coordinated Base Calculation

For purposes of estimating coordinated subvention funds, a **\$0.23** per capita rate (refer to the POPULATION OF LOCAL AIR POLLUTION CONTROL DISTRICTS for the current year population) may be used. This is an estimate only which will be adjusted for matching, population, and other qualification requirements upon receipt of all applications.

Rural districts will be eligible for \$34,400 in subvention funds if matching funds are provided in a ratio of \$1 of district funds to \$1 of State subvention funds **AND** a fee system is in place which recovers the cost of issuing and renewing permits, performing source inspections, determining compliance status and processing variances for major air pollution sources.

Form SP-2 Special Districts Subvention Funds Worksheet Instructions

Lake / El Dorado / Placer - only Special Subvention Calculation

Pursuant to Health and Safety Code Section 39804, a special subvention up to \$45,000 may be granted to a district participating in a coordinated basin wide program and lying in an air basin whose population is less than 98,000. For multi-district basins, the basin special subvention and match requirements are pro-rated to the individual districts based on their share of the basin population. The air district must provide \$0.23 per capital matching.

Form SP-3 Supplemental Funding Request Instructions

Please complete Form SP-3 and submit to ARB between June 1st – September 30th with Form SP-1.

Supplemental subvention funds will be limited in total by the amount requested by the district on the Supplemental Funds Request form. Therefore, please be sure the Supplemental Funds Form SP-3 is a complete listing of any projects or purchases requiring funding. **Both** Rural and Non-Rural districts may apply for supplemental funding.

In this form, describe anticipated item(s) to be purchased or anticipated activity to be funded by this request and expected benefits. Also provide length of time required to complete purchase or activity. Attach additional sheets if necessary. Should your priorities change for use of supplemental funds, you may make expenditures in accordance with your new priorities as long as they are considered air pollution control related projects within the district.

Form SP-4 and 4a Year-End Financial Report

This report must be submitted to ARB by September 30th.

Expenditures Section:

Line 1: Salaries and Benefits: Please estimate salaries and benefits costs in total. Costs include salaries, retirement, worker's compensation, employee benefits, group insurance, overtime, etc.

Line 2: Operating Expenses: Identify the total costs for communications, insurance, laboratory supplies, maintenance, memberships, office expenses, publications and legal notices, rents and leases, tools, travel, utilities, consulting and professional services, indirect costs, and any other expenses necessary for routine office operations.

Line 3: Fixed Assets: Expenditures for assets exceeding \$5,000 in value which have a useful life of more than four years.

Line 4: Total Expenditures: Add lines 1, 2, and 3

Revenue Section:

Local Matching Funds – These are funds generated within your district that will be used to meet subvention matching requirements.

Line 5: County Contributions: These are funds contributed by the county, not including revenue generated by fees, fines, interest, and state and federal grants.

FEES

Line a thru n: Please report the actual fee revenue generated during the subvention year.

Line M – information is collected in 4a and transferred to line M total (automated).

Line 6: Total

Note: In accordance with Health & Safety Code Section 42311, revenue from permit fees in excess of expenditures must be carried over for expenditure in the subsequent fiscal year. The schedule of fees in the subsequent fiscal year shall be changed to reflect that carryover.

Line 7: Fines: Report revenue generated from fines assessed and collected.

Line 8: Interest Earned: Revenue generated from interest earned.

Line 9: Other (Non-Grants): Describe Other Sources

Line 10: Total Local Matching Funds (add lines 5,6,7,8, & 9)

State Subvention Funds – This is the amount you received from the state. Refer to the Subvention Award letter.

Total Subvention revenue received from ARB.

Line 11: Base and Special Subvention Award (Refer to Subvention Award Letter)

Line 12: Total State Subvention Funds

Local Non-Matching Funds – These are funds that **cannot** be used to meeting subvention matching requirements.

Line 13: ARB Contracts: Total revenue received from ARB contracts awarded.

Line 14: Carl Moyer Program: Total revenue received from Carl Moyer program.

Line 15: Perp Inspections: Total revenue received from Perp Inspections program.

Line 16: Federal Grants/Contracts: Total revenue received from Federal Grants or Contracts awards.

Line 17: Other (Federal) any other sources of revenue, including pass-through fees collected on behalf of another entity (including Federal or State).

Line 18: Total Subvention Program Revenue: Add lines 13 through 17. These are local Non-Matching Funds.

Line 19: Total of Lines 10 and 12. Line 10 total of Local Matching Funds. Line 12 Total of State Subvention Funds.

Line 20: Any unspent or unencumbered State Subventions funds.

****Any unspent or unencumbered State Subvention Funds must be returned to the Air Resources Board pursuant to California Code of Regulations §90360(d) and will be reverted to the State General Fund.**

REPORT TO SHASTA COUNTY AIR POLLUTION CONTROL BOARD

BOARD MEETING DATE: November 6, 2018

CATEGORY: CONSENT - RESOURCE MANAGEMENT-4.

SUBJECT:

Approve the attached budget amendment for the Air Quality Management District FY2018/19 Budget for the State Community Air Protection Program Grant funds

DEPARTMENT: Air Quality Management District

Supervisory District No. : ALL

DEPARTMENT CONTACT: Paul Hellman, APCO, Director of Resource Management (530) 225-5789

STAFF REPORT APPROVED BY: Paul Hellman, APCO, Director of Resource Management

Vote Required?	General Fund Impact?
4/5 Vote Required	No General Fund Impact

RECOMMENDATION

Approve a budget amendment increasing appropriations by \$12,700 and revenue by \$29,876 in the Air Quality Management District budget to allocate funds for the AB617, State Community Air Protection Program.

SUMMARY

A budget amendment is proposed to administer the Community Air Protection Program (CAPP).

DISCUSSION

On June 26, 2018, the Air Pollution Control Board authorized the (District) to enter into a grant agreement with the California Air Resources Board (CARB) and accept grand funds in the amount of \$29,876 to implement Assembly Bill 617, CAPP.

AB 617, CAPP, was signed into law by Governor Brown on July 26, 2017, and provides a new community-focused action framework to improve air quality in communities most impacted by air pollution. CARB is coordinating with local air districts who will be providing additional engagement and outreach efforts at the local level.

ALTERNATIVES

The Board may choose not to approve this budget amendment, but that is not recommended because the District's current budget does not have sufficient funds budgeted to carry out the program.

OTHER AGENCY INVOLVEMENT

This recommendation has been reviewed by the County Counsels' Office, County Auditors' Office and the County Administrative Office.

FINANCING

The Expenditures for this grant include staff time that has been budgeted in the normal budget process. There is no General Fund impact.

ATTACHMENTS:

Description	Upload Date	Description
Budget Amendment Form	10/29/2018	Budget Amendment Form
Budget Amendment Memo	10/30/2018	Budget Amendment Memo

Air Quality Management District
 (0373)
 Department Name & Fund No.

Appropriations

Increase <Decrease>

Cost Center Number	Account Number	Budget Reads	Budget Should Read	Amount of Transfer (+/-)
00373	034500	8,500	12,500	4,000
00373	034900	1,500	2,000	500
00373	035500	7,000	11,000	4,000
00373	035590	8,000	11,000	3,000
00373	035591	9,000	10,200	1,200
Total				12,700

Revenue

Increase <Decrease>

Cost Center Number	Account Number	Budget Reads	Budget Should Read	Amount of Transfer (+/-)
00373	549189	230,000	259,876	29,876
Total				29,876

MEMORANDUM

SHASTA COUNTY DEPARTMENT OF RESOURCE MANAGEMENT
1855 Placer Street, Redding, CA 96001

Environmental Health
Suite 201
225-5787

Administration
Suite 200
225-5789

Air Quality Management
Suite 101
225-5674

Planning Division
Suite 103
225-5532

Community Education Section
Suite 200
225-5789

Building Division
Suite 102
225-5761

TO: Brian Muir, Auditor-Controller
Auditor-Controller's Office

FROM: Paul A. Hellman, Director of Resource Management *PAH*

DATE: October 26, 2018

SUBJECT: BUDGET AMENDMENT

=====

Attached is the budget amendment for Air Quality Management District, Budget Unit 00373 requesting an increase in appropriations by \$12,700 in the services and supplies object code and increasing revenue in the State Air Resources Board Account (549189) of \$29,876. The purpose of this amendment is to budget the revenue and expenses for the implementation of the Community Air Protection Program (CAPP) approved by the Board of Supervisors on June 26, 2018.

This item is going to the Shasta County Air Pollution Control Board on November 6, 2018.

If you have any questions, please contact Ronni at ext 5404.

PH/rh

Attachment

Cc: Terri Howat, County Chief Financial Officer
Ayla Tucker, CAO Administrative Analyst I

