



NORTHERN  
SONOMA COUNTY  
Air Pollution Control District

**A G E N D A**  
**NSCAPCD Board of Directors**  
**Wednesday, August 11<sup>th</sup> at 10:00 AM**  
150 Matheson St Healdsburg, CA 95448

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**During the COVID-19 declared emergency, in accordance with Executive Orders N-25-20 and N-29-20, the August 11, 2021 Board of Directors meeting will be held by internet conference. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

The August 11, 2021 Board of Directors Meeting will be facilitated by the “Zoom” internet conference service.

THE PUBLIC CAN WATCH OR LISTEN TO THE BOARD MEETING USING ONE OF THESE TWO METHODS:

- Join the Zoom meeting: use your computer, tablet, or smartphone. Go to: <https://us02web.zoom.us/j/89545942318> (Meeting ID: 895 4594 2318).
- Call-in and listen to the meeting. Dial: **1 669 900 6833**. Enter meeting ID: **895 4594 2318**.

THE PUBLIC CAN COMMENT PRIOR TO THE BOARD MEETING:

- Voice recorded public comment: To submit public comment via recorded message, please call **707-565-7120** by 5pm Tuesday, August 10<sup>th</sup>. State your name and the item number(s) on which you wish to speak. The recordings will be limited to two minutes. These comments may be played at the appropriate time during the board meeting.
- Email public comment: To submit an emailed public comment to the Board please email **lan.Maurer@sonoma-county.org** and provide your name, the agenda item on which you wish to speak, and your comment. These comments will be emailed to all Board members and can be provided anytime leading up to and throughout the meeting.

THE PUBLIC CAN COMMENT DURING THE BOARD MEETING:

- Comment using Zoom: Members of the public who join the Zoom meeting, either through the Zoom app or by calling in, will be able to provide live public comment at specific points throughout the meeting.
- Email public comment: One may also email public comment to **lan.Maurer@sonoma-county.org** throughout the meeting. All emailed public comments will be forwarded to all Board Members.

DISABLED ACCOMMODATION:

- If you have a disability which requires an accommodation or an alternative format to assist you in observing and commenting on this meeting, please contact the Clerk of the Board at **(707) 565-7120** or by email **lan.Maurer@sonoma-county.org** by 12pm Tuesday, August 10<sup>th</sup> to ensure arrangements for accommodation.

**These rules for public observation and comment supersede and replace the standard provisions for the duration of the public health emergency.**

## Call to Order

**Statement of Meeting Procedures.** Welcome to the Northern Sonoma County Air Pollution Control District's ("NSCAPCD" or "District") Board of Directors meeting. If you wish to speak on an issue not appearing on the agenda, you may do so during the public comment period. However, please note that the Board is not permitted to take action on topics addressed under public comment. All items that are listed on the agenda will be open for public comments before final action is taken. The Board requests that you state your name and association for the record before you speak. Be aware that there is a 5-minute time limit per speaker, and the Chairperson has the discretion to limit the total discussion time on any item. Please place all cell phones in silent mode. Thank you for your participation and cooperation.

## Flag Salute / Roll Call / Determination of a Quorum

**Approval of Minutes:** June 9, 2021, Regular meeting.

**Public Comment:** Any person desiring to address the Board on any item not on the agenda, which is within the jurisdiction of the Board, may do so at this time. No action will be taken on any issue not currently on the agenda.

## CONSENT CALENDAR

- [5] 1. **Information Item: APCO Report-Out.** APCO presentation.

## REGULAR CALENDAR

- [5] 2. **Action Item: Receive CAL FIRE Grant Funds via Resolution #21-07.** CAL FIRE is a funding partner of the NSCAPCD-sponsored Sonoma County Biomass Business Competition (BioBiz). CAL FIRE has committed \$25,000 to the BioBiz award fund. This funding has an administrative step that requires a CAL FIRE-specific resolution, presented here as District Resolution #21-07.
- [5] 3. **Action Item: State Woodsmoke Funds Redirect via Resolution #21-08.** The District will not be utilizing the funding offered by the California Air Resources Board's (CARB's) Statewide Wood Smoke Reduction Program (WSRP) to create a new or additional woodstove program, but the District will continue to offer its own wood stove replacement program. In order to comply with the terms of the District's grant agreement with CARB, the District recommends redirecting its WSRP funds to a nearby air district that can use the funds without delay. This redirect of funds requires Resolution #21-08, which has been developed in consultation with CARB and the receiving air district (Glenn County Air Pollution Control District).

- [10] **4. Information Item: Biomass ad-hoc subcommittee update - BioBiz wrap-up.** Since its formation June 5, 2019, the primary activity of the Biomass ad-hoc subcommittee has been the Sonoma County Biomass Business Competition (BioBiz). On July 9, 2021 the winners of the BioBiz were announced immediately followed by media releases to continue the dialog and to help launch the winning biomass business ventures. Award payments will be issued this month, wrapping-up the Competition. The BioBiz model has demonstrated proof of concept and the District staff seeks Board advisement on next steps for the Competition and the subcommittee.

### **Meeting Adjournment**

Northern Sonoma County Air Pollution Control District is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you require disability-related modifications or accommodations, please contact the Clerk of the Board. All requests must be in writing and must be received by the Clerk five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

Materials related to this meeting which are provided to Board members after distribution of the meeting packet are available for public inspection during business hours at the Air Pollution Control District office at 150 Matheson St, Healdsburg, CA 95448. District Office Telephone: (707) 433-5911.

**Proposed Minutes**  
**Regular Board Meeting**

June 9, 2021



## MINUTES

### NSCAPCD Board of Directors

Wednesday, June 9, 2021 at 10:00 AM

150 Matheson St., Healdsburg, CA 95448

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**During the COVID-19 declared emergency, in accordance with Executive Orders N-25-20 and N-29-20, the June 9, 2021 Board of Directors meeting will be held by internet conference. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

The June 9, 2021 Board of Directors Meeting was facilitated by “Zoom” internet conference service. Procedures for conducting digital meetings were addressed at the beginning of the video conference.

**1. Call to Order:**

The Board of Directors of the Northern Sonoma County Air Pollution Control District convened at 10:00 a.m., Wednesday, June 9, 2021. The meeting was facilitated by “Zoom” internet conference service.

Call to order: 10:06 AM by Ariel Kelley

**2. Flag Salute:** Led by James Gore.

**3. Roll Call/Determination of a Quorum:** Quorum was achieved with 3 out of 5 Directors present.

The Following Board Members were in attendance:

- James Gore: County of Sonoma District #4
- Ariel Kelley: City of Healdsburg
- Linda Hopkins: County of Sonoma District #5

The following Board Members were absent:

- Jason Turner: City of Cloverdale
- Sam Salmon: Town of Windsor

Representing the District:

- Rob Bamford: Air Pollution Control Officer/EO
- Ian Maurer: Clerk of the Board

**4. Approval of May 12, 2021 Minutes:** The minutes were approved.

- **Motion** (to approve minutes): J. Gore / L. Hopkins
- **Action:** Unanimously approved by the Board members present.

**5. Public Comment:** No member of the public provided comment.

**6. Information Item: APCO Report out.** The APCO report was presented as a consent calendar agenda item.

- **Motion** (to approve APCO report on consent): J. Gore / L. Hopkins
- **Action:** Unanimously approved by the Board members present.

7. **Action Item: Hearing and Adoption of Proposed District Budget for FY 2021-22.** Conduct a Public Hearing in accordance with the Health and Safety Code § 40131(3)(A) that states: “The district shall notice and hold a public hearing for the exclusive purpose of reviewing its budget and of providing the public with the opportunity to comment upon the proposed district budget.”

This meeting concludes a 30-day public comment period and the District staff proposes revisions for inclusion in the Final Budget to facilitate its incentive and community programs, as presented herein to the District Board for adoption.

- **Hearing:** The chair opened the Public Hearing at 10:15am. No member of the public provided comment on the proposed budget. The hearing was closed at 10:15am.
- **Motion** (to revise the budget as presented by staff): L. Hopkins / J. Gore
- **Action:** Unanimously approved by the Board members present.
- **Motion** (to approve the budget as final): J. Gore / L. Hopkins
- **Action:** Unanimously approved by the Board members present.

Meeting Adjourned.

Minutes Prepared by:

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Ian Maurer, Clerk of the Board



NORTHERN  
SONOMA COUNTY

Air Pollution Control District

**Board Agenda Item #1**  
**Information Item:**  
*APCO Report-out*

**Agenda Date:** August 11, 2021  
**Prepared By:** Rob Bamford, APCO  
**Topic:** Report-out

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### APCO Report-Out

1. COVID Update. All District staff have disclosed that they are vaccinated. The District continues to work in “hybrid” mode combining teleworking and in-office work to provide for staff and public safety. The office lobby is currently closed to the public with online, telephone, and appointment support options available to support the public. The District can operate effectively in this manner and will continue this and all mitigation measures until COVID activity recedes.
2. Budget and Permit Activity – Q1. The District closed out last fiscal year with a positive net revenue and did not need to utilize reserve funds.
  - **Permit Activity**
    - Last fiscal year we issued a total of 906 stationary permits and collected \$756,202 of stationary permit fees. Of these, we had 40 new stationary source permits, which added \$60,189 in stationary permit fees. The new permits were comprised mostly of standby diesel generators, several new agricultural engines, and several Geysers well drilling permits. We also issued 3,482 burn permits and collected \$140,741 in burn permit fees.
    - At the start of each fiscal year (July 1<sup>st</sup>), we issue invoices for all the annual stationary permit fees. This year this comprised 163 invoices, which is \$778,173 of revenue. To date, 82 payments have been received for a total \$201,433 of revenue or 26% of total fees. Annual stationary source fees are due by August 31<sup>st</sup>.
3. District Grant Programs Update. The District’s grant programs have been active and have met all expenditure deadlines.
  - **Total amount of Moyer-style projects paid since beginning of FY20/21:** 16 projects: 2 on road trucks, 1 electric Utility Task Vehicle, 13 off road tractors. Total payments: \$760,831.65 (all of this is pass-through grant funding). A breakdown of the different projects includes:
    - Carl Moyer Program: Moyer Year 22 funds have all been liquidated; the expenditure deadline is met with time to spare. In total, Moyer Year 22 and local match required by Moyer funded a total of seven new agricultural tractor projects, for a total of \$250,858 awarded.

- FARMER Program: The District participated in the Shared Allocation Pool for FARMER, in competition with applicants from 18 other air districts. In FY 20/21, applicants from NSCAPCD were awarded seven different projects: three on-road agricultural truck replacements, two off-road agricultural tractor replacements, and one off-road agricultural all-terrain vehicle replacement (electrification). To date, five of those projects have been completed with funds expended. Total awards for these five FARMER projects were \$296,875.
- Rural Agricultural Program Funding: The District applied for and was awarded special rural agricultural assistance funding, part of the Moyer Program but above and beyond its standard allocation, to fund two agricultural tractor replacement projects in the amount of \$100,000.
- Moyer-type projects funded by Community Air Protection (CAP) funds and local funding: In addition to Moyer and FARMER, CAP funds were used to award one Moyer style project and local DMV funds were used to supplement the two RAP projects and one of the Moyer projects. CAP funding totaled \$61,200, and supplemental local funds expended totaled \$48,790.
- **Woodstove:** The District's Burn Clean application period remained closed throughout FY 20/21. Three projects awarded via the most recent open application period were reimbursed and expended this last fiscal year: two gas stoves and one clean burning wood stove. Since one of the applicants was awarded the low-income supplement, the total expenditures amounted to \$8,000.
- **EV Charging:** Although the District's Go Green Program remained open for processing public EV charging applications, no applications were received or processed in FY 20/21. CaleVIP continues to operate within the District boundaries as well.
- **Upcoming Plans:** The following is an outline of the District's expectations for grant programs in the upcoming year.
  - Three Moyer-style projects are under contract and await completion so a reimbursement payment can be issued. In addition, the District is currently processing seven applications for the Moyer Program and two applications in anticipation of the next open application period for the FARMER Program.
  - The District's Burn Clean Wood Appliance Replacement Program is in the process of being updated and will undergo a soft open in August, giving priority to the 17 applicants on the wait list.
  - The District's Go Green EV Charging Grant Program will remain open for receiving applications, and the CaleVIP Program will continue to operate.
  - After Moyer and Burn Clean have been launched and their waitlisted applications processed, District staff will have capacity to begin solicitations for applications for on-road vehicle emission reductions projects via the Vehicle Pollution Mitigation Fund. This process was approved by this Board in 1992 and will be revived again sometime this fiscal year. Contingent on available capacity and resources, the District anticipates conducting a VPMP solicitation for applications in early 2022.

3. Legislative Platform and Senator McGuire Meeting.
  - NSCAPCD has been working with the California Air Pollution Control Officers Association to lobby the state legislature for state air districts' fiscal priorities (including: Carl Moyer program reauthorization, Community Air Protection Program, Agricultural Diesel replacement and upgrades, wildfire support, and woodstove replacement) in anticipation of the upcoming legislative budget session.
  - NSCAPCD met with Senator McGuire's office to discuss selected priorities of our legislative platform (including: BioBiz, prescribed burning, reauthorization of the Carl Moyer program and its flexibility for electrification, funding biomass/bioenergy projects, and Board councilmember stipends). Specifically, we met with Chris Nielson, McGuire's legislative director and he expressed noted interest in the BioBiz and prescribed burning topics. Nielson indicated that the upcoming state budget has proposals that may have funding opportunities to replicate and fund the BioBiz model.
  
4. Staff Recruitment. The District currently has a vacancy for an Air Quality Specialist II/III. This position was previously held by Lilian Turcios. The incumbent is primarily responsible for the District's ambient air monitoring network. This external recruitment will be performed through the Sonoma County HR department.
  
5. Hearing Board Recruitment. The District is still in need of one more Hearing Board member and would benefit from the Board's assistance in recruitment. There is a brief application form and Board appointment is required. Stipends are paid for meetings and the District staff would like to schedule an in-person meeting and orientation once the new member is added and in-person meetings are safe.
  
6. PM-2.5 Sensor Provided to Local School. The District provided a PM-2.5 sensor, supplied for free by CARB, to the Ya-Ka-Ama outdoor school hosted by the Sonoma Earth School in Forestville. The sensor will be used for student safety and educational purposes.
  
7. CEQA Outreach Letters. The APCO and District counsel are drafting a CEQA outreach letter for planning agencies in its jurisdiction. The goal is to (re)introduce the District to applicable partners, offer assistance on air quality-related matters, and to make sure the District is included in proposed project notices, so it may comment and participate as required.



NORTHERN  
SONOMA COUNTY

Air Pollution Control District

## Board Agenda Item #2

### Action Item:

*Resolution #21-07*

**Agenda Date:** August 11, 2021  
**Prepared By:** Rob Bamford, APCO and Christiana Darlington, District Counsel  
**Topic:** Receive CAL FIRE grant funds for BioBiz via Resolution #21-07.

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#### **ACTION REQUESTED:**

Adopt Resolution #21-07 to receive \$25,000 of CAL FIRE funds to fulfill outstanding BioBiz award commitments.

#### **INTRODUCTION:**

CAL FIRE is a funding partner, technical advisor, and review panel member of the NSCAPCD-sponsored Sonoma County Biomass Business Competition (BioBiz). CAL FIRE committed \$25,000 to the BioBiz award fund via internal CAL FIRE discretionary funds. Initially, CAL FIRE committed to deliver the funding via an immediate, electronic funds transfer, directly from CAL FIRE funds to NSCAPCD funds. When CAL FIRE attempted to initiate the electronic funds transfer it was unexpectedly rebuffed by the California Department of Finance (DOF). DOF recognized that while the District is an “agency of the state”, it is an independent entity that is not a “state agency” under direct purview of the executive branch of the state and therefore a direct electronic funds transfer between the two agencies is not allowed. Fortunately, CAL FIRE remained committed to its funding obligation, but an alternative CAL FIRE payment method and funding source must now be utilized.

As an alternative, CAL FIRE proposed to provide the funds via the Forest Health Grant Program as provided through the California Climate Investments. In this scenario, CAL FIRE has the discretion to disburse the Forest Health Grant Program funds to NSCAPCD/BioBiz without a formal, competitive grant process. However, this grant process does require a CAL FIRE-specific Resolution via NSCAPCD Resolution #21-07.

#### **FISCAL IMPACTS:**

Not adopting this Resolution would require NSCAPCD to replace the \$25,000 of CAL FIRE funds with NSCAPCD funds at a cost of \$25,000. The District could cover this cost from reserve funds, but District staff strongly recommends that we use CAL FIRE’s funding.

#### **RECOMMENDATION:**

Adopt Resolution #21-07 so that NSCAPCD may receive the \$25,000 of CAL FIRE-committed funds for BioBiz award obligations, due this month.

#### **ATTACHMENTS:**

**#1 Attachment 1:** CAL FIRE Resolution via District Resolution #21-07.

**Attachment #1**  
**Resolution #21-07**

Receive CAL FIRE Funds for BioBiz Award  
Funding



RESOLUTION OF THE **Board of Directors** OF

**The Northern Sonoma County Air Pollution Control District** FOR FUNDING FROM THE FOREST HEALTH GRANT PROGRAM AS PROVIDED THROUGH CALIFORNIA CLIMATE INVESTMENTS.

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California Greenhouse Gas Reduction Funding, which provides funds to the State of California and its political subdivisions for California Climate Investments, including forest health programs; and

WHEREAS, the State Department of Forestry and Fire Protection has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies, non-profit organizations, and others under the program, and

WHEREAS, said procedures established by the State Department of Forestry and Fire Protection require the applicant to certify by resolution the approval of application before submission of said application to the State; and

WHEREAS, the applicant will enter into an agreement with the State of California to carry out a forest health project;

NOW, THEREFORE, BE IT RESOLVED that the **Board of Directors of the Northern Sonoma County Air Pollution Control District:**

1. Approved the filing of an application for “California Climate Investments” Forest Health grant program funds; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and,
3. Certifies that funds under the jurisdiction of the **Board of Directors** are available to begin the project.
4. Certifies that said applicant will expend grant funds prior to **March 31, 2024**.
5. Appoints the **Air Pollution Control Officer, District Counsel**, or a designee, as agent of the **Board of Directors** to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned project.

Approved and adopted the 11<sup>th</sup> day of August, 20 21. I, the undersigned, hereby certify that the foregoing Resolution, number #21-07 was duly adopted by the following roll call vote:

Board of Directors: Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Clerk \_\_\_\_\_



NORTHERN  
SONOMA COUNTY

Air Pollution Control District

**Board Agenda Item #3**

**Action Item:**

*Resolution #21-08*

**Agenda Date:** August 11, 2021  
**Prepared By:** Rob Bamford, APCO and Jessica DePrimo, Air Quality Specialist III.  
**Topic:** State Woodsmoke Funds Redirect via Resolution #21-08.

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**ACTION REQUESTED:**

Adopt Resolution #21-08 to redirect unused statewide woodsmoke funds to a nearby rural district, the Glenn County Air Pollution Control District, including authorization for the APCO to sign an MOU with Glenn County Air Pollution Control District.

**INTRODUCTION:**

At the June 9, 2021 Board meeting, it was discussed that the District will not be utilizing the funding offered by the California Air Resources Board's (CARB's) Statewide Wood Smoke Reduction Program (WSRP) to create a new or additional woodstove program, and that the District will continue to offer its own "Burn Clean" wood stove replacement program.

In congruence with CARB policies for these types of grants, the District is exercising an option to redirect its funds to a nearby rural air district, thereby supporting regional air quality.

The NSCAPCD coordinated with CARB on the necessary administrative steps to redirect the funds, which are comprised of Resolution #21-08 and a MOU with the recipient District. From a list of potential recipients, the NSCAPCD selected the Glenn County Air Pollution Control District (Glenn) because it is the closest applicable rural district that is also capable of utilizing the funds.

CARB requires the Board to adopt an authorizing resolution for this redirection of funds, in addition to an MOU between NSCAPCD and Glenn to act as binding vehicle for the redirect and utilization of the funds. The MOU requires that Glenn will use the funds in accordance with the state's WSRP only, and that NSCAPCD will be indemnified from Glenn's utilization of the funds. Pending this Board approval of Resolution #21-08, NSCAPCD staff would execute the attached draft MOU (Attachment #3) as final under APCO and counsel signatures, and would initiate a payment to Glenn in the amount of \$75,126.05, the total amount of WSRP funds originally awarded to NSCAPCD.

**FISCAL IMPACTS:**

Because this funding was previously awarded by CARB and could not be expended for any other purpose than WSRP, which the District has determined is infeasible, this redirection of funds poses no net fiscal impacts to NSCAPCD. NSCAPCD will still offer its own Burn Clean Wood Appliance Replacement Program to fund woodstove replacements this year. Should NSCAPCD decide not to redirect the funds in accordance with CARB policy, it would default to the CARB requirement to utilize the funds by the required expenditure date and would be required to return the funds to the state, which could reflect poorly on all air districts and endanger the future of the WSRP.

**RECOMMENDATION:**

Adopt Resolution #21-08 to redirect unused statewide woodsmoke funds to a nearby rural district, the Glenn County Air Pollution Control District, including authorization for the APCO to sign an MOU with Glenn County Air Pollution Control District.

**ATTACHMENTS:**

- #2 Attachment:** Woodsmoke Funds Redirection Resolution #21-08.
- #3 Attachment:** Draft Woodsmoke MOU

## **Attachment #2**

### **Resolution #21-08**

Redirection of Statewide Woodsmoke Reduction  
Program Funds to Glenn County Air Pollution  
Control District



## Before the Northern Sonoma County Air Pollution Control District Board of Directors

### **In the Matter Of: Redirection of Statewide Woodsmoke Reduction Program Funds to Glenn County Air Pollution Control District.**

The following **RESOLUTION** was duly passed by the Northern Sonoma County Air Pollution Control District Board of Directors at a regular meeting held on **August 11, 2021**, by the following vote:

Ayes: Kelley \_\_\_\_\_ Gore \_\_\_\_\_ Hopkins \_\_\_\_\_ Palla \_\_\_\_\_ Salmon \_\_\_\_\_  
Alternates: \_\_\_\_\_

Noes: Kelley \_\_\_\_\_ Gore \_\_\_\_\_ Hopkins \_\_\_\_\_ Palla \_\_\_\_\_ Salmon \_\_\_\_\_  
Alternates: \_\_\_\_\_

Abstain: Kelley \_\_\_\_\_ Gore \_\_\_\_\_ Hopkins \_\_\_\_\_ Palla \_\_\_\_\_ Salmon \_\_\_\_\_  
Alternates: \_\_\_\_\_

Signed and attested to by me after its passage:

\_\_\_\_\_ Board Clerk

**WHEREAS**, The Northern Sonoma County Air Pollution Control District (District) received a Board-approved Woodsmoke Reduction Program grant (WSRP) from the California Air Resources Board (CARB) in March 2020 in the amount of \$75,126.05; and

**WHEREAS**, The District found it infeasible to implement the program requirements dictated by CARB’s WSRP within its territory; and

**WHEREAS**, The Glenn County Air Pollution Control District (GCAPCD) received a FY 2018-19 WSRP grant from CARB and expended all its funds; and

**WHEREAS**, the District seeks to redirect its WSRP funding to GCAPCD in accordance with CARB procedures and intends to enter into a Memorandum of Understanding (MOU) with the GCAPCD so that GCAPCD may execute projects eligible for the WSRP in Glenn County;

**NOW THEREFORE BE IT RESOLVED** that the District Air Pollution Control Officer (APCO) or designee is hereby authorized to enter into an MOU with the GCAPCD to redirect WSRP funds for projects eligible for the WSRP in Glenn County; and

**BE IT FURTHER RESOLVED** that the District and GCAPCD agree to the terms of the MOU and will assist each other in the goal of efficiently executing grant funded projects in Glenn County; and

**BE IT FURTHER RESOLVED** that the APCO or designee is authorized to execute on behalf of the District this MOU, and all other necessary documents and disbursements to carry out the purposes of this resolution, subject to approval by District Counsel.

**Attachment #3**  
**Draft MOU**

Redirection of Statewide Woodsmoke Reduction  
Program Funds to Glenn County Air Pollution  
Control District

**GLENN COUNTY AIR POLLUTION CONTROL DISTRICT  
NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT  
MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) is made between the Glenn County Air Pollution Control District (“GCAPCD”), and the Northern Sonoma Air Pollution Control District (“NSCAPCD”).

**1.0 Recitals**

- 1.1 The California Climate Investments Woodsmoke Reduction Program (“WSRP”) is part of a statewide program that puts cap-and-trade dollars to work strengthening rural area economies, improving public health and the environment, and reducing fire risk;
- 1.2 The California Air Resources Board (“CARB”) developed Program Guidelines for the implementation of the Woodsmoke Reduction Program (“Program”);
- 1.3 In accordance with the agreement between CARB and NSCAPCD, GCAPCD will receive the funding allocated and disbursed to NSCAPCD to fund projects in Glenn County;
- 1.4 Incentive funding is available on a first-come, first served basis, and the Program will continue until the allocated funds are depleted;

**NOW, THEREFORE**, in consideration of the mutual promises hereafter set forth, the GCAPCD and the NSCAPCD agree as follows:

**2.0 Terms and Conditions**

**2.1 Purpose of MOU**

The purpose of this MOU is for GCAPCD to accept funds re-directed from NSCAPCD in support of the State Woodsmoke Reduction Program.

## 2.2 Term of Contract

The term of this MOU will commence upon execution by all parties and terminate on June 30, 2024, or earlier upon mutual agreement between GCAPCD and NSCAPCD.

## 2.3 Scope of Work

GCAPCD will administer the State Woodsmoke Reduction Program with grant funds received from NSCAPCD as detailed in Exhibit A, including, but not limited to the following:

- Enter into agreements with appropriately licensed installers in Glenn County.
- Advertise the program in newspapers, direct mailers, etc. to residents in areas of Glenn County determined to be in areas of greatest need.
- Process all paperwork required by CARB for the WSRP.
- Process claims for payment to applicants with the Glenn County Auditor/Controller.
- Account for costs incurred and GCAPCD staff time spent performing work under this MOU and reimburse itself from the funds covered by this MOU.

## 2.4 Funding

Funding is provided by Senate Bill 1613 from CARB through CAPCOA and has been allocated to NSCAPCD. NSCAPCD and GCAPCD agree to allow GCAPCD to receive the re-directed funding allocated to NSCAPCD in performance of this MOU. The grant amount to be re-directed from NSCAPCD is \$75,126.05, which will be expended as detailed in Exhibit B. Additional future allocation to NSCAPCD will be expended in the same method as represented in Exhibit B, should NSCAPCD and GCAPCD agree to continue the performance of this MOU with any future allocations.

## 2.5 Final Report

GCAPCD will provide NSCAPCD with electronic copies of the reports submitted to CAPCOA and CARB if requested.

## 2.6 Indemnification

**DRAFT**

- a. GCAPCD will indemnify and defend NSCAPCD, its officers, agents and employees from and against all claims, demands, losses, damages, liability, costs, and expenses of whatever nature including court costs and Counsel fees, accruing or resulting to any person, firm, or corporation who may be injured by the intentional acts or negligence of GCAPCD in the performance of its obligations under this MOU.
- b. NSCAPCD will indemnify and defend GCAPCD, its officers, agents and employees from and against all claims, demands, losses, damages, liability, costs, and expenses of whatever nature including court costs and Counsel fees, accruing or resulting to any person, firm, or corporation who may be injured by the intentional acts or negligence of NSCAPCD in the performance of its obligations under this MOU.

2.7 Alteration

No alteration or variation of the terms of this MOU will be valid unless made in writing and signed by both parties.

2.8 Termination

Either party may terminate this MOU without cause upon thirty (30) days written notice served upon the other party. Any unspent funds will be returned to NSCAPCD or CARB less GCAPCD's share of costs incurred as of the date of the notice.

2.9 Notices

Any notice, demand, request, consent, or approval that either party hereto may be or is required to give the other, must be in writing, and be either personally delivered or sent by prepaid, certified first class mail, return receipt requested, addressed as follows:

| To GCAPCD   | To NSCAPCD   |
|---|--|
| Marcie Skelton, APCO<br>Glenn County APCD<br>720 N Colusa St<br>Willows, CA 95988<br>Phone (530) 934-6500<br>Fax (530) 934-6503 | Robert Bamford, APCO<br>Northern Sonoma County APCD<br>150 Matheson St<br>Healdsburg, CA 95448<br>Phone (707) 433-5911<br>Fax (707) 433-4823 |

**DRAFT**

- A. Change of Address: Either party may change the address for service by giving 30 days advance written notice to the other party.
- B. Effective Date: All notices will be effective upon receipt and will be deemed received: (i) upon delivery if personally delivered, (ii) on the 5-day following deposit in the mail, if sent by certified mail, or (iii) upon the date stated in the facsimile delivery confirmation, if sent by facsimile.

2.10 Audit of Glenn APCD Records

With regard to this MOU, GCAPCD will maintain appropriate financial records relating to this MOU, and NSCAPCD may demand access to these financial records to perform an audit of any work performed under this MOU. GCAPCD must make these records available to NSCAPCD thirty (30) days after receiving a written request for the records from NSCAPCD, and GCAPCD will retain the records as required by State Guidelines.

2.11 Timely Performance

The parties agree to work together in good faith to timely carry out their obligations under this MOU.

2.12 Successors and Waivers

This MOU binds the successors of GCAPCD and NSCAPCD in the same manner as if they were expressly named. Waiver by either party of any default, breach or condition precedent will not be construed as waiver of any other default, breach or condition precedent or any other right hereunder.

2.13 Severability

If any provision of this MOU is held invalid or unenforceable, its invalidity or unenforceability will not affect any other provisions of this MOU, and this MOU will be construed and enforced as if the invalid or unenforceable provision had not been included.

2.14 Statutory Limitations

This MOU and any payments for compensation and expenses are subject to the provisions and limitations imposed by federal and State law. NSCAPCD has no

liability for payment of any compensation and expenses that are found to be in contravention of federal or State law provided that the payment was not made because of NSCAPCD's intentional acts or negligence.

GCAPCD will reimburse NSCAPCD for any funds paid by it under this MOU that are later determined to be in contravention of any federal and State law provided that the payment was not made because of NSCAPCD's intentional acts or negligence.

2.15 Contract Administrator:

Ian Ledbetter is the named Contract Administrator for this MOU. It is the responsibility of the Contract Administrator to: 1) verify compliance with the terms and conditions of the MOU, 2) determine that the work has been completed, 3) ensure that funding is available to pay approved invoices, and 4) approve all invoices under the MOU.

2.16 Authority to Bind:

The persons signing on behalf of the parties to this MOU warrant that they have the legal authority to execute this MOU.

Executed by:

|   |  |
|---|--|
| Glenn County Air Pollution Control District                 | Northern Sonoma County Air Pollution Control District        |
| By:   | By:  |
| Marcie Skelton<br>Air Pollution Control Officer<br>"GCAPCD" | Robert Bamford<br>Air Pollution Control Officer<br>"NSCAPCD" |

|                      |  |
|----------------------|--|
| Approved as to form: |  |
|----------------------|--|

**DRAFT**

|  |  |
|--|--|
| By:  | By:  |
| William J. Vanasek<br>County Counsel<br>Glenn County | Christiana Darlington<br>District Counsel<br>NSCAPCD |

**EXHIBIT A**

GLENN COUNTY AIR POLLUTION CONTROL DISTRICT shall:

- Follow the State guidelines and GCAPCD Workplan for the California Climate Investments Woodsmoke Reduction Program.
- Develop and enter into agreements with Woodsmoke installers licensed to perform work in Glenn County to ensure old Woodsmokes are rendered inoperable and instruct residents on proper operation of new Woodsmoke.
- Perform outreach for the Program, utilizing newspapers, direct mailers, door hangers, social media, etc. in Glenn County as needed.
- Process all paperwork for the Program, including applications, payment claims, and any tracking documents required by the Program.
- Submit payment claims to the Glenn County Auditor/Controller, approving grant reimbursements to the recipients of grant funding through the Program.
- Provide NSCAPCD with electronic copies of reports submitted to CAPCOA and CARB if requested.
- Account for costs incurred and GCAPCD staff time spent performing work under this MOU and reimburse itself from the funds covered by this MOU.



NORTHERN  
SONOMA COUNTY

Air Pollution Control District

## Board Agenda Item #4

### Information Item:

*Biomass ad-hoc Subcommittee*

**Agenda Date:** August 11, 2021  
**Prepared By:** Rob Bamford, APCO and Christiana Darlington, District Counsel.  
**Topic:** BioBiz Wrap-up and Biomass Ad-hoc Subcommittee.

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#### **ACTION REQUESTED:**

None; information item only.

#### **INTRODUCTION:**

Since its formation on June 5, 2019, the primary activity of the Biomass ad-hoc subcommittee has been the development and implementation of the first-ever Sonoma County Biomass Business Competition (BioBiz). In February of 2020, District staff began work on BioBiz.



SoCo  
BioBiz

The goal of BioBiz was to spur local, small business innovation to create high value wood products from excess forest biomass to create complementary and ongoing partnerships that support forest restoration activities and help maintain healthy forest ecosystems. By helping to reduce the forest fuel loads that contribute to catastrophic wildfire, BioBiz would also help to reduce the extreme wildfire smoke events that impair air quality.

The BioBiz kicked-off with webinar training/introductory sessions on January 27, 2021, followed by release of the Competition's RFP February 1, 2021. Competition applications were reviewed by a multi-agency review committee over several months. The review process included evaluation of the proposed business projects, supplemental questions, and a live pitch presentation where the applicants presented their business proposals in a public forum with live Q&A from the review committee. Seven applicants submitted biomass project proposals.

On July 9, 2021, the two winners of the 2021 BioBiz were announced immediately followed by media releases to continue the dialog and to help launch the winning biomass business ventures. *Soil Carbon Management Company* and *Forestree Collective* were determined by the review committee to be the two winning projects based on their concepts to address sustainable, community-driven biomass utilization business models in Sonoma County, with an honorable mention to *Noble Bioresources, Inc.* The two winning projects will each receive a cash award of \$47,500 to launch their biomass business venture.

The Principal of *Soil Carbon Management Company* is Derek Trowbridge and the project focuses on converting wood chip biomass into Primordial Biome™, an agricultural soil amendment that sequesters CO<sub>2</sub> in the soil while improving soil health. The project design focuses on agricultural carbon sequestration and provides a portion of the carbon credits back to the landowners. The Principal of *Forestree Collective* is Jeremy Fisher. *Forestree Collective* uses robotics and automation to affordably and efficiently convert small-diameter timber into contemporary home products and houses without utilizing

VOCs. Award payments will be issued to the awardees this month, wrapping-up the Competition. See Attachment #5 for a brief summary of all the submitted Competition projects.

BioBiz was accomplished over an approximate 1.5-year period with the generous support of a coalition of local and state partners who provided their invaluable advisement, time, and \$95,000 of award funding. **An overview of the project timeline and the support partners and funding is provided in the tables, below:**

| Competition Timeline    |  |
|-------------------------|--|
| February 2020           | Reach out to core partners to form the executive committee.    |
| April 2020              | First executive committee meeting. Anticipating COVID delays.  |
| Through the end of 2020 | Fundraising and outreach strategies developed.                 |
| Jan 2021                | “Developing a Business Plan” workshop provided to applicants.  |
| Jan 2021                | Establish domain name, logo, web site, and e-mail list server. |
| Feb-April 2021          | Develop and release the Competition RFP.                       |
| March 2021              | Review and score the Phase 1 applicants.                       |
| End of April 2021       | Review panel asks supplemental questions of applicants.        |
| May 2021                | “How to Pitch” workshop provided to applicants.                |
| May-June 2021           | Conduct public pitch competition and final project scoring.    |
| June-July 2021          | Announce awardees and launch media releases.                   |
| August 2021             | Develop awardee funding agreements and disburse award funds.   |

| Executive Committee                                 |  |
|---|--|
| District  | Rob Bamford<br>Christiana Darlington<br>Clarke Stevenson |
| Sonoma County<br>Economic Development<br>Board      | Ethan Brown  |
| Napa-Sonoma Small<br>Business Development<br>Center | Mary Cervantes   |
| Sonoma Clean Power                                  | Nathan Kinsey  |
| CAL FIRE  | John McCarthy  |

| Funding Partners                            |          |
|---|----------|
| CAL FIRE                                    | \$25,000 |
| PG&E  | \$25,000 |
| Sonoma Clean Power                          | \$25,000 |
| Bay Area Air Quality<br>Management District | \$15,000 |
| Sonoma Water                                | \$ 5,000 |
|   | \$95,000 |

| Review Committee                              |               |
|---|---------------|
| CAL FIRE                                      | Tim Robards   |
| Sonoma Clean Power                            | Susan Haydon  |
| Sonoma Water                                  | Nathan Kinsey |
| Napa-Sonoma Small Business Development Center | Cathy Balach  |

| Coalition of Support   |
|--|
| <p><b>Including:</b></p> <ul style="list-style-type: none"> <li>• Sonoma County Forest Conservation Working Group</li> <li>• Sonoma Biochar Initiative</li> <li>• UC Davis Cooperative Extension</li> <li>• Rebuild Northbay Foundation</li> <li>• Russian River Confluence</li> <li>• Sonoma County Ag + Open Space</li> <li>• Sonoma RCD</li> <li>• Ag Innovations</li> <li>• Pepperwood Preserve</li> <li>• Gold Ridge RCD</li> <li>• Sonoma County Regional Parks</li> </ul> |

**FISCAL IMPACTS:**

N/A

**RECOMMENDATION:**

The BioBiz model has demonstrated proof of concept and the District staff seeks Board advisement on next steps for the Competition and the ad-hoc biomass subcommittee.

The BioBiz projects exceeded expectations, but unfortunately, this round of BioBiz was only funded to launch two projects. Had more funding been available, this BioBiz event could have helped launch additional viable biomass projects in Sonoma County.

The BioBiz website ([www.biomass.biz](http://www.biomass.biz)) was established as a communication and information platform to assist in the implementation of the Competition; to provide a showcase of Sonoma County innovation; and to act as a guide to implement another BioBiz-type competition. The website has all the timelines, documents, references, and necessary information for another entity to produce their own biomass business competition or to continue this Sonoma County Biomass Business Competition as an ongoing event. In addition, our competition coordinator will document the entire process in a final companion document.

Staff proposes to reach out to state agencies like the Governors Office of Planning and Research, CAL FIRE and its Board's research arm, the Joint Institute for Wood Products, and GoBiz, to support the staff's use of the BioBiz model regionally, if not statewide. We are also talking with local organizations like the North Coast Resource Partnership and the Sonoma County Open Space District to inquire about whether they may be interested in taking over the mantle and sponsoring a 2022 competition. We continue to be a resource for other entities, but at this juncture we are not planning another competition. We also propose

to convene a meeting of the Biomass Committee to discuss the future of that committee and its potential projects.

**ATTACHMENTS:**

**#4 Attachment:** Final BioBiz press release with awards announcement.

**#5 Attachment:** Pitch competition agenda with project descriptions.

# **Attachment #4**

BioBiz Final Press Release and Awards  
Announcement



## NEWS RELEASE

**FOR IMMEDIATE RELEASE:** July 20, 2021

**CONTACT:** Robert Bamford, (707) 535-9690

### **First ever Sonoma County Biomass Business Competition awards two local small business startups**

*New startups will utilize excess forest biomass to create high value wood products and help prevent catastrophic wildfires*

**HEALDSBURG, Calif.** - The Northern Sonoma County Air Pollution Control District is announcing that the Sonoma County Biomass Business Competition, or BioBiz, has selected the two winning projects to each receive \$47,500 in startup capital and technical services to launch their small business ventures.

Soil Carbon Management Company and Forestree Collective won the awards based on their concepts to address sustainable, community-driven biomass utilization business models in Sonoma County, with an honorable mention to Noble Bioresources, Inc.

“Wildfires are growing more frequent and getting larger and more dangerous,” said Rob Bamford, executive officer of the Northern Sonoma air district. “BioBiz is a showcase of local entrepreneurs offering actionable solutions, now. The ingenuity and passion presented by these projects is truly inspiring.”

The Northern Sonoma County Air Pollution Control District and a coalition of forest experts, business leaders and public officials recognize that forest restoration is necessary to reduce the risk of catastrophic wildfires and to maintain healthy forest ecosystems. A recurring barrier to forest restoration activity is the removal and utilization of biomass that creates excess fire fuels and alters native ecosystems.

The goal of BioBiz is to spur local, small business innovation to create high value wood products from the excess biomass to create complementary and ongoing partnerships that support forest restoration activities and help maintain healthy forest ecosystems.

Funding is provided by BioBiz partners including CAL FIRE, Sonoma Clean Power, PG&E, the Bay Area Air Quality Management District and Sonoma Water. Valuable advice and program support was provided by a coalition of local support partners. Visit the BioBiz website to learn more about the projects and all the partners that made the competition a success at [www.biomass.biz](http://www.biomass.biz).

The [Northern Sonoma County Air Pollution Control District](http://www.nosoco.org) is the regional agency responsible for protecting air quality in Northern Sonoma County.

###

Clean Air. **Good Living.**

# **Attachment #5**

BioBiz Summary of Projects



## Sonoma County Biomass Business Competition

Local Innovation • Sustainable Forests • Growing Small Business

[www.Biomass.Biz](http://www.Biomass.Biz)

### Pitch Competition Agenda

- 9am Introduction
- 9:15-9:45 **Soil Carbon Management Company** has created a unique and sustainable business that uses Sonoma County wood biomass to regenerate agricultural soils and sequester CO<sub>2</sub>. By providing land owners with a portion of the carbon credits we generate, we help strengthen and preserve agriculture in Sonoma County.
- 9:45-10:15 **Willow** is a consumer-facing carbon-negative soil startup based in California. Our first product is a carbon-negative soil amendment made from organic biochar, which turns waste-stream feedstock into a valuable gardening, landscaping, and agricultural input.
- 10:15-10:45 **Forestree Collective** uses robotics and automation to affordably and efficiently convert small-diameter timber into contemporary home products and houses. We leverage and adapt the latest in robotics and lidar scanning technology to maximize efficiency, consistency, and profits from low and no-value timber.
- 10:45-11:15 **Sonoma Sun Pellets** seeks to create a new product (locally sourced, sun-cured wood pellets ‘Sun-Pellets’) and replace existing heating equipment with more cost-effective, climate friendly technology. The business will introduce biomass cogeneration equipment into the local food and beverage economy.
- 11:15-11:45 **Sonoma Biomass Company** will process woody biomass into several value-add products using mature, commercially available technology. Onsite processing will generate electricity, heat, and soil amendment as well as potentially producing solid fuel for heating or cooking.
- 11:45-12:15 **Noble Bioresources, Inc.** offers onsite renewable energy 24/7 from non-merchantable biomass. We offer a modular Biomass Combined Heat and Power (BCHP) system for on and off-grid applications. The system’s, “TeoForce<sup>®</sup>,” technology from Force-Energy, Inc. serves two markets: 1) Supplemental Heat and Power and 2) Commercial Pellets and Briquetting formation.
- 12:15-12:45 **Bay Area Biochar** will convert waste wood from orchard prunings and under story fire hazard removal to a premium soil amendment to be sold through online sales and direct to customers at farm stands.
- 12:45 Closing Remarks