



*Monterey Bay Air  
Resources District*

# **Board of Directors Handbook and Policies & Procedures**

MONTEREY BAY UNIFIED AIR POL

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### CALIFORNIA AIR POLLUTION CONTROL OFFICERS ASSOCIATION

a. Maps: <http://www.capcoa.org/maps/>

b. About CAPCOA: <http://www.capcoa.org/about/>

## [RULES AND REGULATIONS](#)

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## [FISCAL YEAR FINANCIAL STATEMENTS ON WEBSITE](#)



# WHAT YOU SHOULD KNOW

as a member of MBARD's Board of Directors



## Commitment and responsibilities

As a board member for the Monterey Bay Air Resources District (MBARD) you have committed to serve the best interests of the community, provide services that are essential to the community and represent the people who placed you into office.

With a strong commitment, there are several responsibilities as a director on the board. Some of these will be identified and detailed in this handbook so that you will have an even better understanding of your role as a director.

One of the most significant responsibilities as a director is to understand that the board is a team, and you need to work together as such. Understanding the dynamics of the group as well as the individual perspectives and opinions of the other board members that you with is crucial to the success of the team and district you represent. This united approach will help to strengthen MBARD and provide the grounds for maintaining a clear vision of the future, a unity of purpose, and a cohesive board of directors.

Additionally, the board of directors typically has specific responsibilities that coincide with their overall role as directors. For example, in the area of human resources, the board's charge is to support and assess the performance of MBARD's Air Pollution Control Officer (APCO), approve personnel policies, establish salary structure and benefits packages, approve job descriptions and organizational structure, and establish

a strong communications link between the board and APCO.

Another example of specific responsibilities can be seen when looking at some of the financial aspects of MBARD. Typically, the board will ensure that sound fiscal policy exists, and that practices and controls are in place so that the district, staff, APCO, and board have direct accountability to their constituents. Furthermore, a board may be involved in such things as the approval of the annual budget, developing reserve guidelines, establishing financial goals, reviewing district finances, developing capital improvement plans, setting rates and fees, and the like.

Clearly, as demonstrated above, being an MBARD director entails a commitment to being actively involved in setting the direction of the district and, most importantly, serving the best interests of the community and the constituents that MBARD serves.

## Accountability

Special districts, including MBARD, governing officials, and management are accountable to the voters and customers who use their services. Every special district must submit annual financial reports to the California State Controller and must follow state laws pertaining to public meetings, bonded debt, record keeping, conflict of interest, and elections.

The APCO is the executive staff officer of MBARD and for the board of directors. He/she administers MBARD and has exclusive management and control of the operations and works of the district,

subject to approval by the board of directors, and provides day-to-day leadership for MBARD. He/she delegates authority over and directs all employees, including hiring, disciplinary action and termination. He/she seeks to carry into effect the expressed policies of the board of directors, including planning the short, medium, and long term work program for the district, facilitating constructive and harmonious board relations, preparing and managing the district budget, conducting studies, and delivering written and oral presentations.

## The role of staff and the APCO

The roles of the staff and APCO are very different from that of the directors, and it is important to understand what the responsibilities and reporting avenues are of each respective group.

### Overall, your role as a director is to:

- Make and approve MBARD policy
- Set the direction of MBARD
- Make decisions
- Establish strategic goals and objectives
- Be an advocate for MBARD



# WHY

## governance is important



### Local boards are local voices

Local boards are the reason, and the only reason, why local control is local. Special district boards are the voices of the community. Boards are also a large reason why special districts exist.

Every elected or appointed public official should be concerned about governance. Governance is taking the needs and desires of the community and transforming them into policies that govern the district. Survival of special districts as a concept depends in large part on how well we do our jobs as board directors or committee members. The quickest way to destroy special districts is for the public to perceive districts as not responsive to the needs of the community or as not being governed effectively.

### How to do governance well

The good news is that in recent years a lot of work has been done on effective governance. Based upon a model developed by the California School Boards Association (CSBA) and adapted by the California Special Districts Association (CSDA), there are three dimensions to effective governance. The CSBA Effective Governance Model provides in-depth examination of the three critical dimensions that interact to determine how a board operates and how effective it is as an organization.

- The model looks at the board as an organizational entity; and
- Individuals who serve as effective board members and make up the board; and

- The specific jobs the board must perform.

These dimensions or elements of a board must be viewed as a whole in order to truly develop and effective governance operation.

### The board as an organization

Any board, public or private, whether nonprofit or corporate, exists as an organizational entity, with its own unique organizational culture, norms, values, and operating style. There are attributes or characteristics that are consistently present in boards that operate in a highly effective way. Effective boards become known as effective because they operate in an organizational environment of trust, honesty and openness. The effective board:

- Is perceived to be equally legitimate-no matter how different or difficult.
- Strives to maintain a “no secrets, no surprises” operating norm.
- Accepts that conflicts and differences will happen and that they are faced and analyzed.
- Looks for solutions rather than playing the “gotcha” game.
- Treats all staff with dignity and respect.
- Treats community members with dignity and respect, even in the face of criticism and opposition.

- Exhibits creative thinking, how to handle failure as well as success, encourages risk taking and creates a climate of support.
- Assumes responsibility for conduct, behavior and effectiveness.

While these attributes of effective boards may appear to be obvious, they are difficult to achieve and sustain on a long-term basis.

### The board leader

While boards develop unique organizational cultures, they are composed of individuals. Their values, skills, and knowledge shape how boards operate. Individuals determine whether the board will sustain effective behavior as a group.

Not everyone who serves on a special district board becomes an effective board member or leader and may not make the transition from individual to a member of the governance team. Those who do become effective board members also become highly valued community leaders. When an entire board is composed of truly effective board members rather than individuals the board becomes effective.

So, what are the characteristics of effective board members and how are they different from those who just serve on boards?

- Effective board members know that how a board member governs is as important as what a board



member does. They know that manners make a huge difference.

- Effective board members work hard to make the team successful.
- Effective board members respect the diversity of perspective and styles.
- Effective board members always keep confidential information confidential.

### **MBARD board's job**

The third dimension addresses the specific responsibilities of the governing board. We know that effective boards have strong competency-based cultures and that individual effective board members have strong governance skills, but the third question is: To do what? What are the duties and responsibilities of boards in the system? The answer is that MBARD's board has certain responsibilities that no one else in the system can perform.

The specific responsibilities of the board are clustered into four areas: setting the direction for the district; establishing and supporting the structure of MBARD; holding MBARD accountable on behalf of the community; and serving as community leaders.

These are the essences of effective MBARD governance: a competency-based, highly effective board organization and culture; individual citizens serving as effective board members, accomplishing the specific duties and responsibilities that only governing boards can do on behalf of their communities.

The real challenge to MBARD is how to learn and achieve as board members. There are governance skills required and to be learned in order to be

effective. But first, we must establish a culture of participation. Every board member must understand that, just as we expect our staff to be involved in their profession, to learn and develop new skills, so too must we as effective board members learn and hone our governance skills. We must encourage our colleagues to branch out and learn the skills of governance. We must establish core values of participation and continuing education in the community

### **SPECIAL DISTRICT RESOURCES**

California Special Districts Association  
[www.csda.net](http://www.csda.net)

Senate Local Government Committee  
[www.sen.ca.gov](http://www.sen.ca.gov)

Assembly Local Government Committee  
[www.assembly.ca.gov](http://www.assembly.ca.gov)

Official California Legislative Information  
[www.leginfo.ca.gov](http://www.leginfo.ca.gov)

Cities, Counties and Schools Partnership  
[www.ccspartnership.org](http://www.ccspartnership.org)

League of California Cities  
[www.cacities.org](http://www.cacities.org)

California State Association of Counties  
[www.csac.counties.org](http://www.csac.counties.org)

California Association of LAFCos  
[www.calafco.org](http://www.calafco.org)

Governor's Office of Planning & Research  
[www.opr.ca.gov](http://www.opr.ca.gov)

California State Controller's Office  
[www.sco.ca.gov](http://www.sco.ca.gov)

California Legislative Analyst's Office  
[www.lao.ca.gov](http://www.lao.ca.gov)



## LEARNING MORE

### about special districts



#### **What are special districts?**

special districts are a form of local government. They are created by their constituents to meet specific service needs for their communities. Most perform a single function such as water delivery, fire protection, or cemetery management to name just a few. Some, like community service districts, provide multiple services.

Special districts are not cities and counties, they are not school districts, they are not Mello-Roos districts, and they are not state government. Special districts work hand-in-hand with cities and counties to provide communities with essential public services and to keep pace with the demands of fulfilling all the public service needs of California's growing population.

Special districts are limited-purpose local governments. They provide only the services their residents desire within a designated, limited boundary. By contrast, cities and counties are general-purpose local governments. They provide a broad array of services for residents throughout their geographic boundaries

#### **Independent/dependent districts**

Independent special districts are governed by their own boards of directors who are elected by voters or appointed to fixed terms by elected officials in their districts, but do not have on the board ex officio members who are officers of the county or another local agency, or appointees of those officers. About two-thirds of the state's special districts are independent. Dependent special districts are governed by other existing

legislative bodies such as a city council or a county board of supervisors.

#### **How are special districts funded?**

Special districts are funded either through local property tax revenues, fees charged to customers for their services or a combination of the two. Special districts that rely solely on property tax revenues are considered non-enterprise while districts that charge a fee on customers are considered enterprise.

#### **How are they created?**

Special districts require majority-vote approval by citizens in the proposed district to be created. When residents or landowners want new services or a higher level of service not otherwise provided by cities and counties, they can propose to form their own special district to pay for and administer the services by applying to the Local Agency Formation Commission. (LAFCo).

#### **What is Proposition 13?**

Proposition 13, enacted by voters in 1978, imposed strict limits on property taxes to one percent of property value, causing special districts, cities, and counties to lose much of their local control and funding security. Before Prop 13, special districts received \$945 million from property taxes (1977-1978). Shortly after Prop 13 was imposed (1978-1979), special district property tax revenue dropped to \$532 million, a loss of almost 50 percent.

#### **What is ERAF?**

ERAF is the Education Revenue Augmentation Fund. During the recession of the early 1990's, the state

took property taxes from special districts, cities, and counties and shifted them into ERAF to offset its debt and spending obligations to education. That mandated property tax shift of local government revenue continues today despite the devastation it has caused local governments. Since ERAF began in 1992, the state has shifted nearly \$5 billion annually in local property tax revenue from local governments, which equals a loss of \$3.4 billion for independent special districts served by CSDA.

#### **What is Proposition 1A?**

Proposition 1A limited the state's future ability to transfer funds away from local governments, except in the case of fiscal emergencies. The amount is limited to eight percent of property tax revenues in a county and must be paid back within three years, with interest. It did allow two more years of ERAF transfers as part of the negotiations to provide greater long-term stability in local government revenue.

#### **What is LAFCo?**

LAFCo is responsible for coordinating logical and timely changes in local governmental boundaries, conducting special studies that review ways to reorganize, simplify and streamline governmental structure and preparing a Sphere of Influence for each city and special district within each county. LAFCo's efforts are directed to seeing that services are provided efficiently and economically while agricultural and open-space lands are protected.



# ETHICS LAWS

for elected or appointed officials



Elected and appointed officials have an obligation to conduct business in an ethical manner and make decisions that are in the best interests of their constituents. As a director for a special district, it is imperative that you keep the public's interests in mind and avoid situations where your self-interests are put first. Building public confidence and trust by demonstrating your ability to recognize potential ethics problems and removing yourself from that situation is a key factor to success as a director.

There are state laws that govern the ethical conduct of public officials. The most significant laws deal with conflict of interest and criminal activity/corruption as it relates to public officials and how they make decisions.

Under the Political Reform Act. A public official may not participate in any way in a decision in which the public official has a "disqualifying conflict of interest." The law states:

*"no public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a government decision in which he knows or has reason to know he has a financial interest."* California Government Code §87100

As this applies to special districts, a conflict of interest regarding a particular district decision would exist if it were "...reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official, a member of his or her

immediate family..." or any of one's other financial interests. *California Government Code §87103*

The most important things to know about the Political Reform Act are:

- The law applies only to financial conflicts of interest arising from economic interests.
- Whether you have a conflict of interest depends on the situation related to each district decision.
- Learn and recognize economic interests where conflicts arise.

In addition to the conflict of interest laws, public officials must also disclose all personal economic interests. Special district officials are affected through their respective district's conflict of interest code/policies that a district is required to have by law. Therefore, as a public official, you are required to file a "Statement of Economic Interest" with the Fair Political Practices Commission when you begin your term, annually and when you end your term.

In the Statement of Economic Interests, public officials are required to disclose all sources of income, interests in real property, investments, gifts, etc. Given that it is the law and that the public, including media, have full access to statements of economic interests, officials must be completely open, honest, and always disclose all financial interests as this could help prevent future problems.

There are numerous other legal "dos" and "don'ts" for public officials, many of which deal with personal loans, gifts, free travel, payments, honoraria, contracts and holding dual offices. It is recommended that officials research all of the specifics of the laws related to their position.

There are additional laws that affect public officials and violation of them may cause you to lose your position and may result in criminal penalties. According to A Local Official's Guide to Ethics Laws (2002 Edition) some areas that can result in criminal prosecution and/or forfeiture of office include:

- Bribery
- Payments for appointments
- Willful or corrupt misconduct in office
- Embezzlement
- Misuse of public funds
- Violation of Open Meetings Law/Brown Act
- Conviction of a crime
- Prohibited political activities

Public officials are held accountable for their actions by their constituents and by the law. As an elected or appointed official for a special district, it is your responsibility to promote ethical conduct within your district and understand the ethics laws.

## **AB 1234: Ethics training requirement**

In 2005, the State Legislature passed Assembly Bill 1234 by Assembly Member Simon Salinas (D-Salinas), which requires local government officials to take ethics training every two years, with a requirement that



they take their first raining no later than a year after they start their first day of service with the district. This and similar legislation were proposed after incidences that occurred in several districts over lapses in ethical judgement. Specifically, if a district provides any type of compensation, salary or stipend to any board member or provides any type of expense reimbursement, then all members of that board must participate in the ethics training, as well as any designated employees (like the APCO). The training must be at least two hours every two years, and a record must be kept by the district. These are public records and are subject to the California Public Records Act.

#### **Public Official Ethics Law Resources**

California Special Districts Association  
[www.csda.net](http://www.csda.net)

Institute for Local Government  
[www.ca-ilg.org](http://www.ca-ilg.org)

Fair Political Practices Commission  
[www.fppc.ca.gov](http://www.fppc.ca.gov)

Official California Legislative Information  
[www.leginfo.ca.gov](http://www.leginfo.ca.gov)

Office of the Attorney General  
[www.caag.state.ca.us](http://www.caag.state.ca.us)



# THE RALPH M. BROWN ACT

California Government Code §54950-54962



The basis of the Ralph M. Brown Act is that “All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency...”

While the Brown Act has gone through a series of additions and amendments, the core of the Act remains the same: to ensure that the meetings of local government bodies, formal or informal, be open and accessible to the public at all times.

The Act begins by stating: “In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people’s business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly. The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know., the people insist on remaining informed so that they may retain control over the instruments they have created.”

As with public agencies, special districts must comply with the Brown Act. This means meetings and elections of districts’ governing boards must be open and announced through public channels such as through newspapers, flyers, notices delivered to residents.

The Brown Act is very detailed as to what is permissible and is amended periodically. It is recommended that public officials read the Ralph M. Brown Act in its entirety and receive some type of training and/or read various publications on the Act.

## Brown Act Resources

### Open & Public:

A User’s Guide to the Ralph M. Brown Act  
[www.csga.net/pubs.htm](http://www.csga.net/pubs.htm)

Search CA law/codes  
[www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)

Education/Trainings  
[www.csga.net/educal.htm](http://www.csga.net/educal.htm)



# BOARDS AND COMMITTEES POLICIES AND PROCEDURES MANUAL

## A. Board of Directors

### 1. Function

The District Board of Directors is the governing body of the District which exercises all the legislative and organizational powers of the District as conferred by the California Health and Safety Code section 40701 *et seq.* Those powers include, but are not limited to: adopting the District's budget, setting staffing levels, adopting rules and regulations, setting District policies, authorizing litigation, and hiring and evaluating the APCO.

### 2. Composition

The Board is composed of elected officials, both city and county, from the Counties of Monterey, Santa Cruz, and San Benito, as set forth in the District's Unification Agreement.

### 3. Meetings

#### a. Meeting Management

District meetings will be conducted in accordance with California's open meeting laws applicable to local agencies as set out in Government Code section 54950 *et seq.* ("the Brown Act") and other applicable laws.

#### b. Types of Meetings

##### 1) Regular Meetings

Regular meetings of the Board of Directors shall be held on the third Wednesday of each month, beginning at the hour of 1:30 pm or as otherwise scheduled, except that all such meetings are subject to cancellation when, in the judgment of the Chairperson, there is insufficient District business to warrant such meeting.



The District Board may, by resolution, revise any regular meeting date. Such revisions shall be published in the Board minutes and by other means as appropriate.

All regular meetings of the Board of Directors shall be held at the offices of the District, 24580 Silver Cloud Court, Monterey, California, unless otherwise determined by the Board Chairperson.

## 2) Special and Emergency Meetings

A special meeting may be called at any time by either the Chair or a majority of Board members in accordance with the Brown Act. The Clerk of the Board shall deliver to each Board member and to each local newspaper, radio or T.V. station which has a notice request on file, a written notice detailing the date, time, place and the business to be transacted or discussed at the meeting of the Board, and post the notice on the District's website.

That special meeting notice must be posted at least 24 hours prior to the meeting in a location that is freely accessible to all members of the public. No other business than what is noticed may be considered at such special meetings. A special meeting cannot be called regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of the District's executive.

The Board may hold an emergency meeting without complying with either the 24 hour notice requirement or the 24 hour posting requirement of Government Code Section 54956 if a majority of the members of the Board determines that a work stoppage or crippling disaster has occurred which severely risks the public health or safety.

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice or 24-hour posting requirement for special meetings under Government Code 54956. The Board must comply with all other requirements for special meetings during an emergency meeting.

An emergency meeting means either of the following:

- An emergency, which is defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both as determined by a majority of the Board members; or
- A dire emergency, which is defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before



holding an emergency meeting may endanger the public health or safety as determined by a majority of the Board members.

The minutes of the meeting, a list of person the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting must be posted for at least ten days in a public place as soon after the meeting as possible.

The Board may adjourn or continue meetings as allowed by law. Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment or continuance must be conspicuously posted on or near the door of the place where the meeting was held.

The District must, however, attempt to notify by phone, at least one hour prior to the meeting, any media which have requested notice of special meetings.

### 3) Closed Meetings

All meetings of the Board of Directors, Hearing Board, Advisory Committee and Board committees, including ad hoc committees, which receive financial or staff support from the District, shall be open to the public, except when a closed session is permitted by the Brown Act.

Meetings of all standing committees and ad hoc committees shall be open to the public and noticed as required by the Brown Act. The Brown Act authorizes closed sessions for some matters including, but not limited to, issues related to personnel, trade secrets, permit determinations, real property negotiations, litigation, liability claims, and labor negotiations.

## c. Order of Business

### 1) Agenda

All reports, communications, resolutions, contracts or other written matters submitted by persons other than Board members or the APCO, that are to be included on a Board meeting agenda, must be delivered to the APCO at least ten (10) days prior to the requested Board meeting.

Any Board member may request that a matter be placed on the Board's agenda by submitting a request to the Board Chair, along with any supporting material and recommendation for action by the Board, at least 10 days prior to the Board meeting at which the submitting member requests that action be considered by the Board.



The APCO and the Board Chair shall develop an agenda of such matters as are requested by the Board, the public, or the APCO, according to the appropriate order of business, and shall furnish each Board member with a copy of the resulting agenda prior to the meeting and as far in advance of the meeting as is feasible.

The agenda shall contain a general identification of each item of business to be considered by the Board. No action or discussion may be taken on any items not included on such agenda unless:

- By a majority vote of the sitting Board of Directors, a determination is made that an emergency situation exists. For the purposes of this section, an emergency situation means a work stoppage or other circumstance which severely risks the public health or safety, or a crippling disaster which severely risks the public health or safety; or
- By a determination of two thirds of the total board membership, or if less than two thirds of the membership is present, then by unanimous vote of the members present that there is a need to take immediate action and that the need to take action arose subsequent to the agenda being posted; or
- The item being proposed to be heard was continued from a prior meeting that was held less than five days before the date action is taken on the item, at which time the item had been properly posted.

## 2) Procedure

The following shall be the ordinary order of business for meetings of the Board of Directors:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Public Comment Period
- Comments and referrals from Chair and Board member
- Report from the APCO
- Consent Agenda
- Regular Agenda

The Chair of the Board may deviate from this format if necessary to ensure the orderly conduct of business.

Agenda items which have not been publicly noticed by posting for 72 hours prior to the Board meeting may only be considered for discussion or action if they meet the



Brown Act criteria regarding emergencies or the need to consider the matter is immediate and arose subsequent to the posting of the agenda.

d. Conduct at Meetings

1) Quorum

For the Board to conduct business involving taking formal action, a quorum of the members of the Board must be present. A quorum consists of a simple majority of the total Board membership. Thus, for an 11 member Board, a quorum is six members. In addition, the quorum must include at least one representative of a county or city where the action being taken by the Board affects or relates to only a particular city or county or portion thereof, as opposed to an action of general applicability.

The latest edition of Robert's Rules of Order shall guide the conduct of meetings of the Board, except where inconsistent with express provisions of law, these Policies and Procedures, or other resolutions of the District Board of Directors.

e. Voting Procedure

Each member of the Board shall have one vote. Proxies are not be allowed although messages from an absent Board member may be considered by the Board and made a part of the official record. Alternates may vote in place of a member as provided for by Section 6 of the District Unification Agreement, attached hereto as Appendix 2.

All motions to propose an action shall be made, seconded, and considered as required by Roberts Rules of Order.

All acts of the Board of Directors shall require the affirmative vote of not less than six members, with at least one affirmative vote from each of two zones. (See the District's Unification Agreement at Appendix 2, Section 7.)

A Board member moving the adoption of a regulation or resolution shall ordinarily have the privilege of closing debate thereon.

A Director may request, through the Chairperson, the privilege of having an abstract of his or her statement on any subject under consideration entered into the minutes of the meeting if consented to by the Chairperson. The Director so requesting shall furnish the APCO and Clerk of the Boards with an abstract or transcript of his or her statement no later than 15 days before the next regularly scheduled Board meeting.



The usual method of taking a vote is by voice vote. However, if requested by any Board Member, the Chairperson may take a vote by roll call.

Adoption of the District's annual budget shall always be by roll call.

If a Board member remains silent on a voice vote or a roll call, the Board member shall be deemed to have voted "aye" on the question presented.

A Board member who has any conflict of interest in the matter being voted upon, or who is otherwise disqualified from acting, shall announce that fact and shall neither participate in the discussion of the item nor vote. In such case the failure to vote shall not be deemed a vote on either side.

If any member of the Board states that he or she is "abstaining" or "not voting" the failure to vote shall not be deemed a vote on either side.

#### f. Public Testimony

Every agenda shall provide an opportunity for members of the public to directly address the District Board on items of interest to the public that are within the subject matter jurisdiction of the District and which are not on the agenda for consideration at that meeting. Public testimony shall be limited to five minutes per speaker on any public hearing item or for each speaker during the public comment period. The Chairperson may exercise discretion to allow shorter or longer testimony when necessary for the orderly conduct of business.

Persons not members of the Board of Directors desiring to address the Board shall first secure permission of the Chairperson to do so. The Clerk of the Board shall provide the public with request forms for this purpose.

For the purpose of addressing the Board, the Chairperson will ordinarily recognize:

- Persons who have addressed written communications to the District in regard to the matters under discussion, and
- Persons who have made written request for permission to address the Board on any matter properly listed on the agenda and outlined in their request.

After the Chairperson has closed a public hearing on an issue, no person may address the Board until the matter is concluded unless the Board Chair determines that further comment or clarification will assist the orderly conduct of business.

Each person addressing the Board shall step up to the speaker's podium. If appearing in a representative capacity, each speaker shall state the party he or she is representing, or, if appearing in a professional capacity, such as attorney or registered engineer, shall state that fact to the Board. Unless further time is granted



by the Board, remarks shall be limited to five minutes for each speaker. All remarks shall be addressed to the Board as a body and not to any individual member thereof. No person, other than members of the Board and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Board, without the permission of the Chairperson. No questions shall be asked of a member of the Board except through the chairperson.

Upon the conclusion of public testimony, the Board Chairperson or other Board member, may ask a question for clarification or provide a reference to staff or other resources for factual information.

g. Decorum

Any person who becomes boisterous or unruly while addressing the Board, may be barred by the Chairperson from further discussion before the Board unless permission to continue is granted by a majority vote of the board.

If, in the opinion of the Chairperson, a person continues to behave inappropriately, the Chairperson may call for a meeting recess.

h. Officers

1) Chairperson and Vice Chairperson

The presiding officer of the Board is the Chairperson. The Chairperson and Vice Chairperson shall be elected by the Directors at the first meeting in February of each year and will assume office at that time. The Chairperson shall preserve order and decorum at regular and special meetings of the Board. The Chairperson shall state each question, shall announce the decision, and shall decide all questions of order. The Chairperson shall vote on all questions, last in order of the roll.

The Chairperson shall commence proceedings at the hour appointed for the meeting and call the District Board to order. In the absence of the Chairperson, the Vice Chairperson shall call the Board to order and serve as temporary Chairperson. Upon arrival of the Chairperson the Vice Chairperson shall relinquish the chair upon the conclusion of the business then pending before the Board. If, for any reason, the Chairperson ceases to be a member of the Board, the Vice Chairperson shall automatically assume the office of Chairperson and shall appoint from the other Board members another Vice Chairperson to serve out the remainder of the term.



The Chairperson shall execute contract documents on behalf of the Monterey Bay Air Resources District in excess of \$25,000.00 \$50,000, with the exception of any federal grant, State subvention, and other contracts or requests for financial assistance as determined and directed by the Board to be negotiated and signed by the APCO.

It is the intent that the tenure of the offices of Chairperson and Vice Chairperson, insofar as may be feasible, be rotated among the cities and counties constituting the District so as to provide for participation in the affairs of the District from as wide a representation as possible. Thus, when the Chairperson is a county representative the Vice Chairperson should be a city representative, and vice versa.

## 2) Treasurer

The Treasurer of the County of Monterey shall be ex-officio Treasurer of the District and shall have all the duties imposed by law.

## 3) Clerk of the Board

The District's Executive Assistant shall also function as the Clerk of the Board, shall be the official custodian of the official records of the District, and shall perform such duties as may be required by the APCO and the Board of Directors in carrying out the District's objectives.

The Executive Assistant shall also serve as the Clerk of the Hearing Board, and as the Clerk of the Advisory Committee.

Before the business of the Board commences, the Clerk of the Board shall call the roll, and the names of those Board members present shall be entered in the Minutes. The names of members who arrive after the initial roll call shall be noted at that stage of the Minutes.

## 4. Board Communications

### a. Communications to Board

Any written communication from the public addressed to the Board Chair or the Board of Directors as a whole shall be provided to the Clerk of the Board. The Clerk of the Board shall furnish copies to the members of the Board and to APCO.



In order to be considered part of an agenda packet, written communication must be received no less than 10 days prior to the Board meeting for which it is offered.

Communications received within 10 days of a scheduled meeting may be considered as new business at the discretion of the Board only if it can be placed on the agenda in accordance with the provisions of the Brown Act.

b. Board Member Requests

Should any member of the Board require information, documents, or assistance from the District, the Board member should make such request directly to the APCO.

## B. Committees

1. Standing Committees

The Board Chairperson shall appoint members to the Board's Standing Committees, except for the Advisory Committee, whose membership is otherwise provided for below.

a. Budget, Personnel, and Nominating Committee

The Budget, Personnel and Nominating Committee shall advise the APCO in the preparation of the annual budget for the District; present the annual budget with recommendations to the District Board of Directors; propose a slate of officers and recommend staffing levels for the District; and, following the formula set forth in the District Unification Agreement (Appendix 2), ensure proper allocation of the total budgeted cost to the cities and counties included within the District. This committee shall consist of 5 Board members appointed by the Chairperson.

The Budget, Personnel and Nominating Committee shall recommend to the Board the appointment of members of the public to serve on the District's Hearing Board in accordance with the requirements of the California Health and Safety Code and the District's Regulation VI.

b. Advisory Committee

The Advisory Committee shall meet at such times and occasions as the Advisory Committee itself shall determine. The Advisory Committee shall consider issues presented to it by the Board or by the APCO and formulate recommendations to the Board.



The Advisory Committee shall consider matters which come before it, to arrive at recommendations for the Board of Directors. Such recommendations to the Board may include technical, social, economic, environmental, or fiscal aspects of such matters under consideration.

The members of the Advisory Committee are to be selected by virtue of their expertise in their professions and fields of endeavor, with a view to providing a reasonable balance between the regulated community and the public interest.

Each member of the Board of Directors shall nominate two members of the public for Board appointment to the Advisory Committee. Nominees must reside within the boundaries of the District. Any member of the Advisory Committee may be removed from the Committee by a majority vote of the Board of Directors.

Any Advisory Committee member missing three consecutive properly noticed meetings of the Committee shall forfeit his or her membership on the Advisory Committee. The Board of Directors may reinstate such member or appoint a replacement to fill out the remainder of the absent member's term, as is appropriate.

The term of office for members of the Advisory Committee shall coincide with the term of the nominating Board member.

A quorum of the Advisory Committee shall consist of a simple majority of the Committee. Action may be taken by the Committee upon the affirmative vote of a simple majority of the Committee members present.

## 2. Ad Hoc Committees

The Board of Directors may, by majority vote, establish ad hoc committees which shall deal with a single subject for a limited period of time. Should the work of the committee exceed one year, the Ad Hoc Committee must receive a renewed authorization to continue its activities.

All ad hoc committees shall be appointed by the Chairperson, unless otherwise directed by the Board.

## 3. Operating Procedures of Committees

### a. Quorum for Standing Committees

A quorum for all standing committees shall consist of a simple majority of the



membership of the committee. In the event that a committee meeting is regularly called and a quorum cannot be present, then those committee members present may act as a subcommittee of the whole committee. Such subcommittees may consider the business called before the committee at the time and report its conclusions thereon to the whole committee or to the Board of Directors.

b. Quorum for Ad Hoc Committees

A quorum for any ad hoc committee shall be a simple majority of the total committee membership. No ad hoc committee shall conduct any business without at least one District Board member being in attendance.

c. Alternates

In making appointments to the Standing Committees of the Board, the Chairperson may appoint an alternate for each member of the Committee. In the absence of the regular member, the alternate may serve in his or her place. Upon learning in advance of the inability of a regular member of a Committee to attend a scheduled meeting, the Clerk of the Board shall notify the alternate with a request to attend the meeting.

If a quorum of any Committee is not present at the time set for the meeting, the Chairperson of the Committee, or the Chairperson of the Board, may appoint any Board Member who is present, to be a member of the Committee for that meeting for purposes of establishing a quorum.

4. Hearing Board

The District's Hearing Board is formed and operates pursuant to the provisions of the Health and Safety Code and District Regulation VI, which codifies standard procedures for the conduct of hearings before the Hearing Board.

The Clerk of the Board (staffed by the Executive Assistant) serves as the Clerk of the Hearing Board. The Clerk is responsible for maintaining the files of the Hearing Board, processing applications for variances, abatement orders, and other actions, and publishing appropriate notices of matters to be brought before the Hearing Board for adjudication.

The District's counsel, the APCO, or his or her delegate represents the District before the Hearing Board. The District's representative is also responsible for coordinating the presentation of the District's case before the Hearing Board with District staff and other parties as may be appropriate.



## C. Reimbursement for Expenses

Members of the Board of Directors, the Hearing Board, the Advisory Committee, Standing and Ad Hoc Committees shall be reimbursed for actual and necessary expenses, including travel, incurred by them in the performance of their duties for the District. Members shall also be reimbursed for travel expenses outside of the District when authorized by the Board of Directors. Members shall be reimbursed for mileage and expenses in accord with the Travel Expense Claims Section of these Policies and Procedures.

Mileage shall be allowed to Directors and Hearing Board members for meetings of the Board of Directors and Hearing Board meetings, and for committee meetings from their homes to the office of the District or to such other place as the meeting of the Directors or the Committee, or other official business, may be held. Necessary incidental expenses shall include all reasonable charges for bridge tolls and for parking of automobile.

The Board of Directors and Hearing Board are authorized to include meals in their expenses when such expenses occur as a result of attendance at Board, committee, Hearing Board or other authorized functions. Meal expenses are also authorized for members of the Board, and the Advisory Committee, when such meal expenses are necessarily incurred in the course of meetings or hearings of the Board, the Advisory Committee, or any committee or subcommittee thereof.

## D. Authority of the Air Pollution Control Officer

The Governing Board has employed the Air Pollution Control Officer (APCO) to carry out Board policies, direct District operations, provide day-to-day supervision of District employees and control District expenditures. It is the judgment of the Board that a clear delineation of the APCO's authority is essential to effective District management. Therefore, it is the policy of the Board to delegate to the APCO the management authority as set forth herein.

The Board delegates to the APCO the following:

- a. The authority to make management decisions in conformity with policies established by the Board;
- b. The authority to manage District financial operations and expend District funds in conformity with the District budget as adopted by the Board. The APCO must propose the budget in a form and at a level of detail as determined by the Board. Upon Board adoption of the budget, the APCO will have the authority to:
  - Transfer funds within major budget categories, up to \$10,000 for each transfer;



- Expend District funds for capital replacement and improvement; and
  - Expend District funds for contracts not exceeding \$50,000 for non-emergency items.
- c. The authority to determine that an emergency exists that adversely affects the ability of the District to perform its services, puts District personnel or property in jeopardy, or may jeopardize the health and safety of the community and its residents. In the event of an emergency, the APCO will:
- Take whatever steps and expend whatever funds he or she determines is necessary to meet the emergency; and
  - At the earliest opportunity, inform the Board of the emergency and the steps he or she has taken and expenditures that have been incurred.
- d. The authority to hire, dismiss, make assignments, direct, supervise, or assist District employees and independent contractors to ensure the successful operation of the District; and to grant annual compensation increases of up to five percent (5%);
- e. The authority to accept, on behalf of the District, easements and similar real property rights and interest required for effective performance of the District's legitimate functions. The Board reserves to itself the sole authority to convey real property or real property rights; and
- f. The authority to carry out District management objectives and plans as approved by the Board.

The Board recognizes that there are management areas in addition to those enumerated in this Manual, which may require further delineation of management.



# ACRONYMS



## Abbreviations Used in Air Quality

<b>µg</b>	Microgram
<b>µg/m<sup>3</sup></b>	Micrograms Per Cubic Meter
<b>A/C</b>	Authority To Construct
<b>AAP</b>	Agricultural Assistance Program
<b>AAQS</b>	Ambient Air Quality Standard
<b>AB</b>	Assembly Bill
<b>AB2766</b>	Assembly Bill 2766
<b>AB2766 FEES</b>	Department of Motor Vehicle (DMV) surcharge fees collected through California's vehicle registration program, pursuant to the 1990 California Assembly Bill (AB) 2766. The fee collected is \$4.00 per vehicle.
<b>AB32</b>	Assembly Bill 32 – California Global Warming Solutions Act of 2006
<b>AB923</b>	Assembly Bill 923
<b>AB923 FEES</b>	Department of Motor Vehicle (DMV) surcharge fees collected through California's vehicle registration program, pursuant to the 2004 California Assembly Bill (AB) 923. The fee collected is \$2.00 per vehicle.
<b>AECp</b>	Alternative Emission Control Plan
<b>AMBAG</b>	Association of Monterey Bay Area Governments. Serves as both a federally designated Metropolitan Planning Organization and a Council of Governments for the Monterey, San Benito, and Santa Cruz Counties region.
<b>AMBIENT AIR</b>	The air occurring at a particular time and place outside of structures. Often used interchangeably with outdoor air.
<b>APCD</b>	Air Pollution Control District
<b>APCO</b>	Air Pollution Control Officer
<b>APU</b>	Auxiliary Power Unit
<b>AQI</b>	Air Quality Index. A color-coded index for reporting daily air quality. The color indicates how clean or polluted the air is, and the associated health effects.
<b>AQIP</b>	Air Quality Improvement Program
<b>AQMD</b>	Air Quality Management District



<b>AQMP</b>	Air Quality Management Plan
<b>ARB/CARB</b>	California Air Resources Board. The State's lead air quality agency consisting of a nine-member Governor-appointed board. It is responsible for attainment and maintenance of State and federal air quality standards and is fully responsible for motor vehicle emission controls. It oversees county and regional air pollution control districts.
<b>AREA SOURCES</b>	Stationary sources of pollution (e.g., water heaters, gas furnaces, fireplaces, woodstoves, and gasoline dispensing stations) which are typically associated with homes and nonindustrial sources. The California Clean Air Act requires air districts to consider area sources in the development and implementation of AQMPs.
<b>ATC</b>	Authority to Construct
<b>ATCM</b>	Airborne Toxics Control Measures
<b>ATTAINMENT AREA</b>	A geographic area which is in compliance with the National and/or California Ambient Air Quality Standards (NAAQS or CAAQS).
<b>AVL</b>	Automatic Vehicle Locator
<b>BACT</b>	Best Available Control Technology. The most up-to-date methods, systems, techniques, and production processes available to achieve the greatest feasible emission reductions for given regulated air pollutants and processes. BACT is a requirement of NSR (New Source Review) and PSD (Prevention of Significant Deterioration).
<b>BAR</b>	Bureau of Automotive Repair
<b>BARCT</b>	Best Available Retrofit Control Technology
<b>BEV</b>	Battery Electric Vehicle
<b>BHP</b>	Brake Horsepower
<b>BHP-HR/GAL</b>	Brake horsepower-hour per gallon
<b>CE</b>	Cost Effectiveness
<b>CAA</b>	Federal Clean Air Act
<b>CAAA</b>	Federal Clean Air Act Amendments
<b>CAAQS</b>	California Ambient Air Quality Standards. A legal limit that specifies the maximum level and time of exposure in the outside air for a given air pollutant and which is protective of human health and public welfare (Health and Safety Code '39606b). CAAQSs are recommended by the California Office of Environmental Health Hazard Assessment and adopted into regulation by the Air Resources Board. CAAQS are the standards which must be met per requirements of the California Clean Air Act and other provisions of the Health and Safety Code.
<b>CALEPA</b>	California Environmental Protection Agency
<b>CAPCOA</b>	California Air Pollution Control Officers Association



<b>CARL</b>	Clean Air Reporting Log
<b>CCAA</b>	California Clean Air Act
<b>CCR</b>	California Code of Regulations
<b>CEC</b>	California Energy Commission
<b>CEM</b>	Continuous Emission Monitor
<b>CEQA</b>	California Environmental Quality Act
<b>CFR</b>	Code Of Federal Regulations (40 CFR 51 Is The Same As Title 40, Part 51 Of The CFR)
<b>CGW</b>	Declared Combined Gross Vehicle Weight
<b>CI</b>	Compression Ignition
<b>CMP</b>	Carl Moyer Memorial Air Quality Standards Attainment Program
<b>CNG</b>	Compressed Natural Gas
<b>CO</b>	Carbon Monoxide
<b>CO<sub>2</sub></b>	Carbon Dioxide
<b>COG</b>	Council of Governments
<b>CRF</b>	Capital Recovery Factor
<b>CRITERIA AIR POLLUTANT</b>	An air pollutant for which acceptable levels of exposure can be determined and for which an ambient air quality standard has been set by EPA and/or ARB. Examples include: ozone, carbon monoxide, nitrogen dioxide, sulfur dioxide, PM <sub>10</sub> , and PM <sub>2.5</sub> .
<b>DECS</b>	Diesel Emission Control Strategy
<b>DEIR</b>	Draft Environmental Impact Report
<b>DMV</b>	Department of Motor Vehicles
<b>DOC</b>	Diesel Oxidation Catalyst
<b>DOE</b>	Department of Energy
<b>DOF</b>	California Department of Finance
<b>DOORS</b>	Diesel Off-Road Online Reporting System
<b>DOT</b>	Department of Transportation
<b>DPF</b>	Diesel Particulate Filter
<b>DSCF</b>	Dry Standard Cubic Foot
<b>EF</b>	Emission Factor
<b>EGR</b>	Exhaust Gas Recirculation
<b>EIC</b>	Emission Inventory Category



<b>EIN</b>	Equipment Identification Number
<b>EIR</b>	Environmental Impact Report
<b>EIS</b>	Environmental Impact Statement
<b>EJ</b>	Environmental Justice
<b>EMFAC</b>	Emission Factor Estimation Model (On-Road Motor Vehicles)
<b>EMISSION INVENTORY</b>	An estimate of the amount of pollutants emitted from mobile, area and stationary sources into the atmosphere over a specific period such as a day or a year.
<b>EO</b>	Executive Order
<b>EPA/USEPA</b>	Environmental Protection Agency. A federal agency whose mission is to protect human health and safeguard the environment.
<b>EPDC</b>	Expected Peak Day Concentration
<b>ERC</b>	Emission Reduction Credit
<b>ES</b>	Emission Standards
<b>ESN</b>	Engine Serial Number
<b>EV</b>	Electric Vehicle
<b>EVR</b>	Enhanced Vapor Recovery refers to a new generation of clean nozzles and equipment that control emissions at gasoline dispensing facilities in California.
<b>FBC</b>	Fuel-Borne Catalyst
<b>FCF</b>	Fuel Correction Factor
<b>FEL</b>	Family Emission Limit
<b>FY</b>	Fiscal Year
<b>G</b>	Gram
<b>G/BHP-HR</b>	Gram per brake horsepower-hour
<b>GAL</b>	Gallon
<b>GAL/YR</b>	Gallons per year
<b>GPS</b>	Geographic Positioning System
<b>GVWR</b>	Gross Vehicle Weight Rating
<b>H&amp;SC</b>	Health & Safety Code
<b>HAP</b>	Hazardous Air Pollutant. An air pollutant listed in the Federal Clean Air Act as particularly hazardous to health.
<b>HC</b>	Hydrocarbon
<b>HDDE</b>	Heavy-Duty Diesel Engine
<b>HDT</b>	Heavy Duty Truck



<b>HDV</b>	Heavy-Duty Vehicle
<b>HEB</b>	Hybrid-Electric Bus
<b>HHD</b>	Heavy Heavy-Duty
<b>HHDV</b>	Heavy Heavy-Duty Vehicle
<b>HP</b>	Horsepower
<b>HR</b>	Hour
<b>HVAC</b>	Heating, Ventilation and Air Conditioning
<b>IC</b>	Internal Combustion
<b>ICE</b>	Internal Combustion Engine
<b>KW</b>	Kilowatt
<b>LAER</b>	Lowest Achievable Emission Rate
<b>LB</b>	Pounds
<b>LB/GAL</b>	Pound per gallon
<b>LB/HP-HR</b>	Pound per horsepower-hour
<b>LBM</b>	Pounds Mass
<b>LBS</b>	Pounds
<b>LBS/BHP-HR</b>	Pounds per brake horsepower-hour
<b>LDT</b>	Light Duty Truck
<b>LDV</b>	Light-Duty Vehicle
<b>LESBP</b>	Lower Emissions School Bus Program. The program provides grant funding for new school buses and for air pollution control equipment (retrofits) on buses that are already on the road.
<b>LETRU</b>	Low Emission Transport Refrigeration Unit
<b>LEV</b>	Low Emission Vehicle
<b>LF</b>	Load Factor
<b>LHD</b>	Light Heavy-Duty
<b>LNG</b>	Liquefied Natural Gas
<b>LORS</b>	Laws, Ordinances, Rules, And Standards
<b>LPG</b>	Liquefied Petroleum Gas – commonly called Propane
<b>LSI</b>	Large Spark Ignition
<b>MACT</b>	Maximum Achievable Control Technology
<b>MBARD</b>	Monterey Bay Air Resources District



<b>MBEVIP</b>	Monterey Bay Electric Vehicle Incentive Program
<b>MBUAPCD</b>	Monterey Bay Unified Air Pollution Control District
<b>MDO</b>	Marine Diesel Oil
<b>MDT</b>	Medium Duty Truck
<b>MDV</b>	Medium Duty Vehicle
<b>MGO</b>	Marine Gas Oil
<b>MHD</b>	Medium Heavy-Duty
<b>MHDV</b>	Medium Heavy-Duty Vehicle
<b>MI</b>	Mile
<b>MM</b>	Prefix Used For Million
<b>MMBTU</b>	Million British Thermal Units
<b>MMSCF</b>	Million Standard Cubic Feet
<b>MMSCFM</b>	Million Standard Cubic Feet Per Minute
<b>MOA</b>	Memorandum of Agreement
<b>MOBILE SOURCES</b>	Sources of air pollution such as automobiles, motorcycles, trucks, off-road vehicles, boats, and airplanes.
<b>MONITORING</b>	The periodic or continuous sampling and analysis of air pollutants in ambient air.
<b>MOU</b>	Memorandum of Understanding
<b>MPO</b>	Metropolitan Planning Organization
<b>MTIP</b>	Metropolitan Transportation Improvement Program
<b>MTP</b>	Metropolitan Transportation Plan
<b>MV FEE</b>	Motor Vehicle Registration Fee
<b>MY</b>	Model Year
<b>NAAQS</b>	National Ambient Air Quality Standards. Standards established by the EPA that apply for outdoor air throughout the country. There are two types of NAAQS. Primary standards set limits to protect public health and secondary standards set limits to protect public welfare, including protection against decreased visibility and damage to animals, crops, vegetation, and buildings.
<b>NAIC</b>	North American Industry Classification System
<b>NCCAB</b>	North Central Coast Air Basin: One of fifteen geographic air basins established in California for the purpose of managing the air resources on a regional basis. It consists of Monterey, Santa Cruz and San Benito Counties.
<b>NEPA</b>	National Environmental Policy Act



<b>NESHAP</b>	National Emission Standards for Hazardous Air Pollutants. These are stationary source standards for pollutants that are known or suspected to cause cancer or other serious health effects
<b>NFPA</b>	National Fire Protection Association
<b>NMHC</b>	Non-Methane Hydrocarbons
<b>NO</b>	Nitric Oxide
<b>NO<sub>2</sub></b>	Nitrogen Dioxide
<b>NOI</b>	Notice Of Intent
<b>NONATTAINMENT AREA</b>	A geographic area identified by the EPA and / or CARB as not meeting either NAAQS or CAAQS standards for a given pollutant.
<b>NOV</b>	Notice of Violation
<b>NO<sub>x</sub></b>	Nitrogen Oxide. A general term pertaining to compounds of nitric oxide (NO), nitrogen dioxide (NO <sub>2</sub> ), and other oxides of nitrogen. Nitrogen oxides are typically created during combustion processes and are major contributors to smog formation and PM <sub>2.5</sub> . NO <sub>2</sub> is a criteria air pollutant and may result in numerous adverse health effects.
<b>NSCR</b>	Nonselective Catalytic Reduction
<b>NSPS</b>	New Source Performance Standard. Uniform national EPA air emission standards that limit the amount of pollution allowed from new sources or from modified existing sources.
<b>NSR</b>	New Source Review. A program used in developing permits for new or modified industrial facilities which are in a nonattainment area and which emit nonattainment criteria air pollutants. The two major requirements of NSR are the use of Best Available Control Technology and Emission Offsets.
<b>NTC</b>	Notice to Comply
<b>OAL</b>	Office of Administrative Law
<b>OEHHA</b>	Office of Environmental Health Hazard Assessment. A California State department responsible for developing and providing risk managers in state and local government agencies with toxicological and medical information relevant to decisions involving public health.
<b>OFFROAD</b>	Off-Road Emission Estimation Model
<b>OSHA</b>	Occupational Safety And Health Administration
<b>OZONE (O<sub>3</sub>)</b>	A reactive chemical gas consisting of three oxygen atoms. It is a product of the photochemical process involving the sun's energy. Ozone exists in the upper atmosphere ozone layer as well as at the earth's surface. Ozone at the earth's surface causes numerous adverse health effects and is a criteria air pollutant.
<b>OZONE PRECURSORS</b>	Chemicals such as reactive organic gases and oxides of nitrogen, occurring either naturally or as a result of human activities, which contribute to the formation of ozone, a major component of smog.



<b>P&amp;P</b>	Policies and Procedures
<b>PCB</b>	Polychlorinated Biphenyls
<b>PERMIT</b>	Written authorization from a government agency (e.g., an air pollution control district) that allows for the construction and/or operation of an emissions generating facility or its equipment within certain specific limits.
<b>PEV</b>	Plug-In Electric Vehicle
<b>PG&amp;E</b>	Pacific Gas and Electric
<b>PM</b>	Particulate Matter
<b>PM<sub>10</sub></b>	A criteria air pollutant consisting of small particles with an aerodynamic diameter less than or equal to a nominal 10 microns (about 1/7 the diameter of a single human hair). Their small size allows them to make their way to the air sacs deep within the lungs where they may be deposited and result in adverse health effects. PM <sub>10</sub> also causes visibility reduction.
<b>PM<sub>2.5</sub></b>	A criteria pollutant consisting of tiny particles with an aerodynamic diameter less than or equal to 2.5 microns. This fraction of particulate matter penetrates most deeply into the lungs.
<b>PPB</b>	Parts Per Billion
<b>PPM</b>	Parts Per Million
<b>PPMV</b>	Parts Per Million Volume
<b>PPMVD</b>	Parts Per Million Dry Volume
<b>PSD</b>	Prevention Of Significant Deterioration
<b>PTO</b>	Permit to Operate
<b>RACM</b>	Reasonably Available Control Measure
<b>RACT</b>	Reasonably Available Control Technology
<b>RFP</b>	Request for Proposals
<b>RHC</b>	Reactive Hydrocarbons
<b>ROG</b>	Reactive Organic Gas
<b>RSD</b>	Remote Sensing Device
<b>RTDM</b>	Regional Travel Demand Model
<b>RTP</b>	Regional Transportation Plan
<b>RVP</b>	Reid Vapor Pressure
<b>SB</b>	Senate Bill
<b>SB1731</b>	California Senate Bill 1731
<b>SCC</b>	Source Classification Codes



<b>SCF</b>	Standard Cubic Foot
<b>SCFD</b>	Standard Cubic Feet Per Day
<b>SCFM</b>	Standard Cubic Feet Per Minute
<b>SCM</b>	Suggested Control Measure
<b>SCR</b>	Selective Catalytic Reduction
<b>SI</b>	Spark Ignition
<b>SIP</b>	State Implementation Plan. A document prepared by each state describing existing air quality conditions and measures which will be taken to attain and maintain national ambient air quality standards.
<b>SNCR</b>	Selective Noncatalytic Reduction
<b>SO<sub>2</sub></b>	Sulfur Dioxide
<b>SO<sub>x</sub></b>	Oxides Of Sulfur As Sulfur Dioxide
<b>STATIONARY SOURCES</b>	Non-mobile sources such as power plants, refineries, and manufacturing facilities which emit air pollutants.
<b>STD</b>	Standard
<b>SULEV</b>	Super Ultra Low Emission Vehicle
<b>SWCV</b>	Solid Waste Collection Vehicle
<b>T -BACT</b>	Toxics Best Available Control Technology
<b>TAC</b>	Toxic Air Contaminant. An air pollutant, identified in regulation by the ARB, which may cause or contribute to an increase in deaths or in serious illness, or which may pose a present or potential hazard to human health.
<b>TCM</b>	Transportation Control Measure
<b>TCM</b>	Traffic Control Measures
<b>THC</b>	Total Hydrocarbon
<b>TITLE V PROGRAM</b>	Title V of the Federal Clean Air Act requires the collection of annual federal permit fees for stationary sources based on annual emissions. This program generally applies to the District's major sources.
<b>TPD</b>	Tons per day
<b>TPY</b>	Tons Per Year
<b>TRS</b>	Total Reduced Sulfur
<b>TRU</b>	Transport Refrigeration Unit
<b>TSP</b>	Total Suspended Particulate Matter
<b>U.S. EPA</b>	United States Environmental Protection Agency
<b>ULEV</b>	Ultra Low Emission Vehicle



<b>VAVR</b>	Voluntary Accelerated Vehicle Retirement
<b>VDECS</b>	Verified Diesel Emission Control Strategy
<b>VFD</b>	Variable Frequency Device
<b>VIN</b>	Vehicle Identification Number
<b>VIP</b>	Voucher Incentive Program
<b>VMT</b>	Vehicle Miles Travelled
<b>VOC</b>	<p> Volatile Organic Compounds. A carbon-containing reactive chemical gas, composed of hydrocarbons, that contributes to the formation of ozone. By definition, VOCs exclude methane, ethane, carbon monoxide and carbon dioxide. VOCs are also sometimes referred to as Reactive Organic Gases. VOCs often have an odor and may be toxic. Examples include gasoline, alcohol, and the solvents used in paints. </p>
<b>YR</b>	Year
<b>ZEB</b>	Zero Emission Bus

