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Board Agenda Item

TO: Air Pollution Control District Board

FROM: Dave Van Mullem, Air Pollution Control Officer

CONTACT: Ben Ellenberger, Manager, Technology and Environmental Assessment Division
(961-8879)

SUBJECT: Extra Help Services and Retirement Waiver for the Technology and
Environmental Assessment Division of the Santa Barbara County Air Pollution
Control District

RECOMMENDATION:

- A. In accordance with California Government Code Section 7522.56(f)(1), certify that the appointment of retired Santa Barbara County Air Pollution Control District (District) employee, Joseph Petrini, is necessary to fill a critical need in the Technology and Environmental Assessment Division of the District before 180 days have passed from his date of retirement; and
- B. Approve and authorize the Air Pollution Control Officer to appoint retired employee Joseph Petrini as an Extra Help employee on a part time basis limited to 300 hours of service in the current fiscal year in order to provide assistance with emissions inventory and fee-related tasks and with training a new employee.

DISCUSSION:

Joseph Petrini worked as a full-time employee of the District from August, 1991 until he retired on October 22, 2015. For the last 15 years, he has been the primary person responsible for maintaining the District's inventory of sources of air emissions within the county. This involved the following tasks:

1. Sending a detailed questionnaire once a year to each large permitted source within the District.

2. Reviewing the large source questionnaires after they are returned to verify the accuracy of the data, calculating actual emissions from each source, then ensuring the data is correctly entered into our database.
3. Calculating actual emissions from each small source based on submitted annual compliance reports, then ensuring the data is correctly entered into our database.
4. Calculating annual emissions fees, air quality attainment plan fees, and air toxics fees based on the emissions from each source and coordinating with the fiscal department to invoice permitted sources.
5. Submitting emissions inventory data to the Air Resources Board.
6. Collecting emissions inventory data from the Air Resources Board for mobile sources, small unpermitted sources and natural sources of emissions to maintain a complete inventory for the District.
7. Assisting in inventory projections for Clean Air Planning and other District projects.

Maintaining the inventory of actual air pollutant emissions is critical to evaluating the District's progress toward clean air and is required by the California Health and Safety Code (Section 40913(a)(5)). The accuracy of the inventory is also important to businesses because it determines the emission fees each source must pay. Mr. Petrini's experience and familiarity with permitted sources and his knowledge of the District's internal database, tools, and procedures make him particularly qualified to accomplish these tasks efficiently and correctly.

During the last year before his retirement, Mr. Petrini worked to better document the resources, processes, and tools for these tasks. He worked extensively with a staff member to assist the hand-off of these tasks after his retirement. Unfortunately, the staff member he trained accepted another job offer shortly after Mr. Petrini's retirement and is no longer with the District. So, there are currently two unfilled positions within the Division. We are prioritizing work to ensure that the most important tasks are completed, but the period of February, March, and April is a critical time when inventory questionnaires are returned and must be verified and recorded.

The District is currently recruiting for an Air Quality Specialist to perform these critical tasks. The application window closed on December 18, 2015; we are currently evaluating the candidates and hope to fill the position soon. Mr Petrini will be instrumental in training the new employee.

The District is requesting that the Board allow Joseph Petrini to work approximately four months to assist with inventory and fee tasks, and to train the Air Quality Specialist that we hire to perform these critical duties.

FISCAL IMPACT:

We anticipate that Mr. Petrini will work up to 300 hours during the current fiscal year, with a cost not to exceed \$25,000. Funding for this Extra Help position will come from salary savings resulting from the two vacant Air Quality Specialist positions, resulting in no net change to this year's budget.