FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT
MEMORANDUM
8/05/2019

TO: FRAQMD BOARD OF DIRECTORS

FROM: Christopher D. Brown, AICP, APCO

SUBJECT: Approve entering into an agreement with Advanced Database Designs
(Permits Pro) for development of Oil and Gas Database project not to
exceed $30,000 and authorize the APCO to sign related documents.

RECOMMENDATION:

Approve entering into an agreement with Advanced Database Designs (Permits Pro) for
development of Oil and Gas Database project not to exceed $30,000 and authorize the
APCO to sign related documents.

ALTERNATIVE:

Do not approve the proposed contract and provide additional direction to staff.

BACKGROUND:

In late 2017 the District entered into a MOU with the Air Resources Board (ARB) for the
District to enforce the state regulation on Oil and Gas wells and storage facilities. The
District has approximately 400 sites (all sites are gas only) subject to the state
regulation. ARB has provided $100,000 in startup funding and $75,000 annually to
implement the program location. Using these funds (in part) the District has hired one
full time employee.

A major component of implementing this program is having a database to track
inspections and reports. Staff has consulted with our neighboring Air Districts who are
also implementing this program and none of them has found an existing database that
will work for this application.

The District recently entered into a services contract with Advanced Database Designs
(ADD) for technical support of our existing MS Access databases. Staff asked ADD to
estimate the cost to develop an Oil and Gas Database and make a recommendation for
how it should be developed. Based on advice from Yuba County IT the District is not
developing any further MS Access Databases and will be transitioning to another
system.

ADD's recommendation is to develop the database inside the "Permits Pro" (ADD is the developer of Permits Pro) system which is used by a number of small Air Districts in California.

Permits Pro was developed explicitly for small California Air Districts and is modular software. Each module is for a discrete task and as more Districts join the system and develop modules those modules are available to all Districts who pay the fee. Currently no District has developed an "Oil and Gas" module.

Permits Pro has a number of advantages, including it is a fully modern database using a cloud-based SQL server with a web front end. The system would be accessible to District staff in the field using their existing laptops. As a cloud-based system Permits Pro is developed as "Software as a Service" (SAS) model which means that after setup there is an annual fee which includes hosting and technical support. These annual fees are the same if the District is using one module or all the modules.

Staff is expecting to transition all District operations to Permits Pro over the next several years (this would of course require additional contracts).

One of the major advantages of the SAS licensing model, which the District also uses for Office 365, for the user is there is no requirement for an in-house server and technical support. Which over time should result in savings for the District.

The major downside to consider of an SAS model is the District will not "own" the software that is developed. The code is the property of the vendor and only licensed for use by the District. The District's data input into the system is the District's property and would be returned to District if the contract was terminated. This feature is not unique to Permits Pro but is common to all SAS licenses.

ADD has developed a working sample of the Oil and Gas Database inside Permits Pro and this system has been reviewed by the District's Engineering and Compliance staff who feel it is a workable solution for the problem. The system is accessible remotely and the District inspectors should be able to fill out inspection forms in the field when it is complete.

FISCAL IMPACT:

The vendor has estimated the cost for developing this system at $30,000 and would be covered by the setup funding provided by ARB. In addition, there is an ongoing annual fee of $12,000 ($6,000 for year one) and a onetime license/setup fee ($4,000) for use of the Permits Pro system. The annual Permits Pro fee is the same if we are using one module or all of the system modules.