

MONTE VISTA WATER DISTRICT

10575 Central Avenue, Montclair, California • (909) 624-0035

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NOTICE AND AGENDA OF FINANCE COMMITTEE MEETING

TUESDAY, FEBRUARY 28, 2023 • 4:30 P.M.

Committee Members

Director Erwin – Chair

Board Auditor Lopez

Consistent with the provisions in Government Code section 54953(e)(2), the Finance Committee will conduct this meeting by video and teleconference. Interested members of the public may participate in the meeting to observe and/or provide public comment by using the access information listed above.

1. CALL TO ORDER / ROLL CALL

2. PUBLIC COMMENT

3. AGENDA CHANGES/ADDITIONS

4. DISCUSSION AND/OR ACTION ITEMS

A. Committee Chair Appointment

Recommendation: It is recommended that the Finance Committee consider and discuss the appointment of a Committee Chair.

B. Committee Meeting Minutes

Meeting Date: October 19, 2022

Recommendation: Approve as presented

C. Review of Information Technology Costs

Presenter: Juan Ventura, Customer Service & Information Technology Manager

Recommendation: It is recommended that the Finance Committee recommend that the Board of Directors receive and file an update on the District's information technology costs.

D. Investment Update (Verbal)

Presenter: Stephanie Reimer, Assistant General Manager/Chief Financial Officer

Recommendation: It is recommended that the Finance Committee review the latest investment report and discuss future investment strategy.

5. ADJOURNMENT

DECLARATION OF POSTING

In accordance with the requirement of California Government Code §54954.2, this agenda has been posted in the display case at the gated entrance to our main office at 10575 Central Avenue, Montclair, California not less than seventy-two (72) hours prior to the meeting date and time above.

Written materials relating to open session agenda items, including those distributed to the majority of the Board of Directors after distribution of this agenda package, are available for public inspection during normal business hours at the District's main office, located at 10575 Central Avenue, Montclair, California.

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting may request such modification or accommodation from the District's Board Secretary at (909) 624-0035 or by email at BoardSecretary@mvwd.org. Notification forty-eight (48) hours prior to the meeting will enable District staff to make reasonable arrangements to assure accessibility to the meeting.

**MINUTES OF THE REGULAR MEETING
OF THE FINANCE COMMITTEE
OF THE MONTE VISTA WATER DISTRICT
BOARD OF DIRECTORS**

October 19, 2022

DIRECTORS PRESENT

Philip Erwin, Director – Chair
Manny Martinez, Board Auditor

DIRECTORS ABSENT

None.

STAFF PRESENT

Justin Scott-Coe, General Manager
Stephanie Reimer, Assistant General Manager/Chief Financial Officer
Leah Nazaroff, Accounting Manager
Brandi Goodman-Decoud, Executive Assistant II

OTHERS IN ATTENDANCE

None.

ITEM 1: CALL TO ORDER

Director Erwin called the meeting to order at 4:30 p.m.

ROLL CALL

Mr. Scott-Coe stated that the Finance Committee (Committee) of the Board of Directors (Board) of the Monte Vista Water District (District) meeting will be conducted consistent with the provisions in Government Code section 54953(e)(2). Each Committee member confirmed their attendance.

ITEM 2: PUBLIC COMMENT

None.

ITEM 3: AGENDA CHANGES/ADDITIONS

None.

ITEM 4: DISCUSSION AND/OR ACTION ITEMS

A. Meeting Minutes: September 6, 2022

Upon motion by Board Auditor Martinez, seconded by Director Erwin, and unanimously carried:

M22-10-01

MOVED: Approve as presented, as by roll call vote:

Director Erwin	aye
Board Auditor Martinez	aye

B. Notice of Award: Financial Master Plan Rate Study

Ms. Stephanie Reimer provided a brief report in support of staff's recommendation.

Mr. Gary Laughlin provided public comment asked if the increased tiered rates that commence on January 1, 2024 are the final year of the 4-year approved rate increase of this current cycle. He also noted the inherent difficulty in projecting costs years into the future and his preference for encouraging the retention of the 4-year term for the rate increase cycle unless there is an overwhelming reason for the longer 5-year term.

Upon motion by Director Erwin, seconded by Board Auditor Martinez, and unanimously carried:

M22-10-02

MOVED: Recommend that the Board of Directors authorize the Board President and General Manager to enter into a professional services agreement with Carollo Engineers for a not-to-exceed amount of \$77,690 to update the District's Financial Master Plan, as by roll call vote:

Director Erwin	aye
Board Auditor Martinez	aye

ITEM 5: ADJOURNMENT

Upon motion by Director Erwin, seconded by Board Auditor Martinez, and unanimously carried:

M22-10-03

MOVED: Approved to adjourn the meeting, as by roll call vote:

Director Erwin	aye
Board Auditor Martinez	aye

There being no further business, Director Erwin adjourned the meeting at 4:47 p.m.

Respectfully submitted,

Justin M. Scott-Coe
General Manager/Secretary



February 28, 2023

Honorable Finance Committee
Monte Vista Water District

SUBJECT: Review of Information Technology Costs

STAFF RECOMMENDATION:

It is recommended that the Finance Committee recommend that the Board of Directors receive and file an update on the District’s information technology costs.

PRIOR BOARD ACTION:

On June 22, 2022, the Board of Directors adopted Resolution 819-22, Fiscal Year Ending 2023 Operating Budget, Capital Improvement Budget, Staffing Plan Document, and Salary Grade Wage Table.

FINANCIAL IMPACT:

None.

CONSISTENCY WITH STRATEGIC PLAN GOALS/INITIATIVES:

Strategic Goal 1: Continually strive to provide high quality customer service.

Initiative 1.3: Improve standardized policies, procedures, and work processes across the District.

BACKGROUND

The Monte Vista Water District (District) utilizes a variety of technologies, both hardware and software, to improve operational efficiencies and achieve the mission and vision of the District. This is achieved through ongoing collaboration between Resource Computer Solutions (RCS), the District’s Information Technology (IT) consultants, and the Customer Service and Information Technology Manager.



10575 Central Avenue, Post Office Box 71 • Montclair, CA 91763 • (909) 624-0035 • FAX (909) 624-4725 • www.mvwd.org

Sandra S. Rose
PRESIDENT

G. Michael Milhiser
VICE PRESIDENT

Manny Martinez
DIRECTOR / BOARD AUDITOR

Philip L. Erwin
DIRECTOR

Tony Lopez
DIRECTOR

DISCUSSION

In preparation of the District’s annual budget, staff reviews the ongoing annual software subscription costs to ensure the software and/or service are being actively used. This also allows staff to determine future needs for upgrades or exploration of new software or services that can provide staff and customers with a better experience.

The District currently maintains over fifteen subscriptions that range in annual costs from \$1,000 to \$96,000 annually per product. Our two largest IT costs are attributed to:

- 1. Tyler Eden ~ \$95,000
 - a. Tyler Eden is the core software used for our financial, payroll, and customer-related functions. This cost covers technical support and system updates that normally occur at the beginning of each calendar year.
- 2. Resource Computer Solutions (RCS) ~ 96,000
 - a. RCS is responsible for the monitoring of the District’s eight servers and ensuring that they are up to date with any security patches. They also provide hardware support to over 46 desktops/laptops that are used by staff. In addition to providing 24/7 helpdesk support, a technician is on-site at least once a week to check in with staff for any IT-related issues.

The attached document lists the various IT software and services used and the primary department it was intended for.

Respectfully submitted,



Juan Ventura, Jr.
Customer Service &
Information Technology Manager



Stephanie A. Reimer
Assistant General Manager/
Chief Financial Officer



Justin M. Scott-Coe
General Manager

Attachment

- 1. IT Subscriptions Table



Dedicated to Quality, Service and Innovation

Information and Technology Subscriptions

<u>Vendor</u>	<u>Primary Department</u>	<u>Annual Amount</u>
Information Systems & Computer Hardware Support (RCS)	General	\$ 96,000
Software Support - Utility Billing, Financial & Payroll System (Tyler Eden)	Administration	\$ 95,000
On-Line Payment Loading & Maintenance Fee (InfoSend)	Customer Service	\$ 19,200
Maintenance Support Contract for Phone System (RingCentral)	General	\$ 18,240
Ferguson- Neptune 360 Data Management	Customer Service	\$ 16,000
Nobel Systems GIS Online & Mobile Hosting and GeoViewer	Distribution	\$ 16,000
NJB Soft - SAMS Water Compliance & Cross-Connection	Operations	\$ 13,000
Microsoft 365 - Software Subscription	General	\$ 11,000
Eagle Aerial Waterview Field Application	Community Affairs	\$ 10,000
Copier Maintenance (Image Source & National Ram Business Systems)	General	\$ 5,000
Printer Maintenance (Ink toner and ink cartridges - American Office Professionals)	General	\$ 4,500
Innovyze InfoWater SA	Engineering	\$ 4,100
Sophos Firewall (RCS)	General	\$ 2,785
InfoSend programming	Administration	\$ 2,000
Timeclock Plus	General	\$ 1,839
ESRI ArcGIS	Engineering	\$ 1,575
JJ Keller	Human Resources	\$ 1,300

Total = \$ 317,539

**Investment Update
(verbal)**