

MONTE VISTA WATER DISTRICT

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

Teleconference: (773) 231-9226 Meeting ID 238-267-3925 Password 007304

Video: <https://meetings.ringcentral.com/my/boardmeeting> Password 007304

NOTICE AND AGENDA OF FINANCE COMMITTEE MEETING

TUESDAY, AUGUST 2, 2022 • 4:30 P.M.

Committee Members

Director Erwin – Chair

Board Auditor Martinez

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 Meeting Minutes

Meeting Date: May 31, 2022

Recommendation: Approve as presented

B. Enterprise Resource Planning Software Upgrade Contract Award

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

Recommendation: It is recommended that the Finance Committee recommend that the Board of Directors award a contract to Tyler Technologies for the conversion, training, and implementation of a new Enterprise Resource Planning software for a not-to-exceed amount of \$290,061.

C. Security Guard Services

Presenter: Hilton Saenz, Distribution and Facilities Manager

Recommendation: It is recommended that the Finance Committee recommend that the Board of Directors transfer \$59,280 from reserves to Fiscal Year Ending 2023 Amended Budget Account Number 568.400 – Professional Services for provision of security guard services.

5. CHIEF FINANCIAL OFFICER'S REPORT (VERBAL)

6. 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**

May 31, 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

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 and ability to hear the proceedings. Other attendees confirmed they could hear each Committee member. The Committee members and staff were reminded that any votes taken during the teleconference portion of the meeting must be taken by roll call vote. General Manager Scott-Coe provided brief instructions on appropriate conduct during the meeting.

ITEM 2: PUBLIC COMMENT

None.

ITEM 3: AGENDA CHANGES/ADDITIONS

None.

ITEM 4: DISCUSSION AND/OR ACTION ITEMS

A. Meeting Minutes: March 17, 2022

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

M22-05-01

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

Director Erwin	aye
Board Auditor Martinez	aye

B. Statement of Investment Policy

Ms. Reimer provided a brief presentation in support of staff’s recommendation.

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

M22-05-02

MOVED: Recommend that the Board of Directors review and approve the District’s Statement of Investment Policy, as by roll call vote:

Director Erwin	aye
Board Auditor Martinez	aye

C. Resolution 815-22: Establishing Appropriation Limits for Fiscal Year Ending 2023

Ms. Reimer provided a brief presentation in support of staff’s recommendation.

Director Erwin asked whether an overcollection would be returned to the taxpayer. Ms. Reimer promised to respond to the committee with an answer to this question.

Board Auditor Martinez asked whether the District had ever exceeded its appropriation limit. Ms. Reimer responded that, in her experience, the District has never exceeded its calculated appropriation limit. She also clarified that the District had elected historically on its calculation method.

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

M22-05-03

MOVED: Recommend that the Board of Directors adopt Resolution 815-22: Establishing Appropriation Limits for Fiscal Year Ending 2023, 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:

M22-05-04

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 4:51 p.m.

Respectfully submitted,

Justin M. Scott-Coe
General Manager/Secretary



August 2, 2022

Honorable Finance Committee
Monte Vista Water District

SUBJECT: Enterprise Resource Planning Software Upgrade Contract Award

STAFF RECOMMENDATION:

It is recommended that the Finance Committee recommend that the Board of Directors award a contract to Tyler Technologies for the conversion, training, and implementation of a new Enterprise Resource Planning software for a not-to-exceed amount of \$290,061.

PRIOR BOARD ACTION:

On March 23, 2022, the Board of Directors authorized staff to enter into contract negotiation with Tyler Technologies.

FINANCIAL IMPACT:

The Fiscal Year Ending 2023 Budget provides funding for this activity under Account Number 567-210 – Computer Equipment & Software. The total line item budget amount is \$229,050. There have been no expenditures to date.

CONSISTENCY WITH STRATEGIC PLAN GOALS/INITIATIVES:

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

Initiative 1.2: Expand the use of technology to enhance customer service.



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Sandra S. Rose
PRESIDENT

G. Michael Milhiser
VICE PRESIDENT

Manny Martinez
DIRECTOR/ BOARD AUDITOR

Philip L. Erwin
DIRECTOR

Tony Lopez
DIRECTOR

BACKGROUND:

Monte Vista Water District (District) purchased the Enterprise Resource Planning (ERP) software “Eden” in 1997 and implemented the software in 2006. Eden is the District’s business process management software. This software integrates the accounts payable, general ledger financial records, payroll, purchasing, and utility billing functions.

Tyler Technologies (Tyler), the software developer, has announced Eden’s end-of-life date as March 1, 2027. After this date, Tyler will no longer provide support or updates to the software. The software will quickly lose functionality and will present a cybersecurity risk. Therefore, the District will require a new ERP software implementation ahead of this date.

After an in-depth analysis of several ERP software packages, thoughtful review, and weighing of current customer feedback, staff recommended that the District move forward with Tyler as the District’s ERP software provider.

DISCUSSION:

After receiving approval from the Board of Directors to enter into contract negotiation, staff conducted in-depth sessions with Tyler to discuss proposed modules and determine whether they would be of benefit to the District and its customers. While Tyler has many product offerings that are used by similar water agencies, staff is recommending to implement Tyler’s ERP Pro 10 software with the following suites:

1. Financial Management
2. Customer Relationship Management
3. Tyler One

Financial Management replaces all of the existing Eden financial modules such as general ledger, accounts payable, payroll, purchasing, etc. Customer Relationship Management replaces Eden’s Utility Billing and Tyler Cashiering. Tyler One will provide the District with electronic time and attendance capabilities. This information will feed into the payroll system to expedite processing.

Tyler makes available both an on-premises option, where the District would host and manage the software onsite, and Software as a Service (SaaS) also known as cloud hosting. Tyler prioritizes updates and software maintenance for the SaaS option. Therefore, staff recommends that the District opt for the cloud version of the software.

Staff will provide the Committee with an overview of the ERP Pro 10 software, recommended suites, and negotiated one-time and annual costs for implementation.

Enterprise Resource Planning Software Upgrade Contract Award

Respectfully submitted,



Juan Ventura
Customer Service & Information
Technology Manager



Leah Nazaroff
Accounting Manager



Betty Conti
Human Resources &
Risk Manager



Stephanie A. Reimer
Assistant General Manager/
Chief Financial Officer



Justin M. Scott-Coe
General Manager



August 2, 2022

Honorable Finance Committee
Monte Vista Water District

SUBJECT: Security Guard Services

STAFF RECOMMENDATION:

It is recommended that the Finance Committee recommend that the Board of Directors transfer \$59,280 from reserves to Fiscal Year Ending 2023 Amended Budget Account Number 568.400 – Professional Services for provision of security guard services.

PRIOR BOARD ACTION:

On May 11, 2022, the Board of Directors authorized the Board president and general manager to enter into a Professional Services Agreement with Vintage Group for a not-to-exceed amount of \$58,500.

FINANCIAL IMPACT:

Amending the Fiscal Year Ending 2023 Amended Budget to establish funding for this activity will increase the line-item budget by \$59,280, from \$519,850 to \$579,130 and reduce reserves by the same amount from \$30,977,036 to \$30,917,756.

CONSISTENCY WITH STRATEGIC PLAN GOALS/INITIATIVES:

Strategic Goal 3: Maintain and upgrade the District's infrastructure and facilities.

BACKGROUND:

Monte Vista Water District (District) staff and facilities have experienced an increase in soliciting, loitering, littering, trespassing, and vandalism. Recently, during business hours a staff member was accosted by an individual and another staff member was harassed while walking from one building to another. Following these incidents, the District obtained security guard services on an emergency basis.



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DIRECTOR / BOARD AUDITOR

Philip L. Erwin
DIRECTOR

Tony Lopez
DIRECTOR

DISCUSSION:

District staff, with assistance from Vintage Group, have obtained three service proposals for security guard services during business hours from 7:00 A.M. to 5:00 P.M., Monday through Friday. Staff is currently obtaining proposals for fence enhancements and construction at Plant 1 as part of a permanent solution. Security guard services are required until enhancements and construction are complete.


Company	Hourly	Over-Time	Misc.	Daily Rate	Weekly	Monthly	6-Months
Private Security	\$52.00 (8 hrs.)	\$78.00 (1 hr.)	N/A	\$494.00	\$2,470.00	\$9,880.00	\$59,280.00
Xtreme Security	\$52.50 (8 hrs.)	\$78.75 (1 hr.)	\$30.00 Golf Cart/Daily	\$528.75	\$2,673.75	\$10,605.00	\$63,630.00
Securitas	\$85.00 (8 hrs.)	\$95.00 (1 hr.)	N/A	\$775.00	\$3,875.00	\$15,500	\$93,000.00

Security is also available for District Board of Directors meetings but billed at the overtime rate. Staff recommends obtaining services from Private Security on a monthly basis for a projected duration of up to six months.

Respectfully submitted,



Hilton Saenz
Distribution and Facilities Manager



A. William Schwartz
Director of Engineering, Operations
& Maintenance



Stephanie A. Reimer
Assistant General Manager/
Chief Financial Officer



Justin M. Scott-Coe
General Manager

**Chief Financial Officer
Update
(verbal)**