

Corinne W. Wiley, President
Catharine Benediktsson, Vice President

V. William Brady, Secretary
Casey Kawamoto, Director
Claire McAuliffe, Director

**Sanitary District No. 5 of Marin County
Information Technology Committee Meeting
at Sanitary District No. 5 of Marin County Meeting Room
2001 Paradise Drive, Tiburon, California
Wednesday, March 11, 2009 10:00 a.m.**

CALL TO ORDER at 10:00 a.m.

- I. ROLL CALL:** Directors present: V. William Brady, Secretary
Catharine Benediktsson, Vice President
- Staff present: Robert L. Lynch, District Manager
Samantha Miller, Office/Finance Manager

II. PUBLIC COMMENTS: None

III. NEW BUSINESS:

a. Update on Document Management Research

Mgr. Lynch informed the Committee the District has hired Barbara Clifford to do temporary, part-time filing work. Barb is the Administrative Assistant at the Tiburon Fire Protection District.

The Committee considered different types of electronic document management systems, from basic to advanced. They discussed the huge amount of paper the District has to use on a regular basis, as well as the fact that certain documents must be kept in paper form, even if the District implements an electronic document management system.

The Committee discussed two potential plans of action for the District in regards to implementing an electronic document management system. The first option would be to organize the files first, create a filing system and naming convention, and then start scanning all the important documents and storing them in electronic files. The second option would be to purchase a scanner now and start scanning important documents right away, as they arrive in the mail, while organizing the physical files at the same time. Then a filing system and naming convention could be created later, and important

historical documents could be scanned in later. After much discussion, the Committee decided to proceed with the second option.

The Committee agreed the District should begin researching the cost and abilities of different scanners. Sec. Brady said he believed the District should be able to purchase a good scanner with adequate abilities for about \$900.00.

Mgr. Lynch informed the Committee that Leslie LaTorre will no longer be working for the District after June 30, 2009. The District has limited staff, and we need to prioritize projects.

The Committee concluded that the District is moving forward with an electronic document management initiative that is: "start simple and start now." It may ultimately grow into a more complex system that involves more expensive software, but, for now, the District will purchase a new scanner and begin scanning important mail, as it comes in, into a simple PDF program. District staff noted a new fax machine is needed, as well.

b. Update on Asset Management Research

The Committee discussed Sec. Brady's proposal for the District to implement an asset management system using the Sales Force software. Sec. Brady explained there are two parts to the Sales Force system. The initial part involves using the application to institute an asset management plan. The application could then also be used for purposes beyond asset management, such as an automated maintenance system. Sec. Brady noted all of this would take significant time, training, and money.

V.P. Benediktsson requested to see everything the District currently has regarding asset management. She said she would like to see this at the next IT Committee meeting, before moving forward. She also said the rest of the Board needs to see a concise, written proposal explaining what the current problem is, how Sec. Brady proposes to fix the problem using the Sales Force software, and why we need it. This would include showing how the District currently handles asset management and maintenance programs, and why Sec. Brady believes using Sales Force would be a better alternative.

Sec. Brady would like V.P. Benediktsson and Mgr. Rubio to attend the next Asset Management Seminar that is supposed to be held in Northern California. Sec. Brady also suggested that Mgr. Rubio start training by watching the CD from the Asset Management Seminar. Mgr. Lynch explained that Mgr. Rubio is currently rewriting the plant's Operations and Maintenance Manual, so he would like to see what Mgr. Rubio's work load is right now.

Sec. Brady estimated the total cost of implementing the asset management and maintenance coordinator programs to be approximately \$30,000.00. This would include the Sales Force licenses (about \$20,000.00), the transcription service for condition assessments (about \$3.00 per minute), and training (about \$4,000.00 per week, per person).

Mgr. Lynch explained he needs to wait until the 2008-2009 fiscal year financials are updated so he knows how much money the District has left in each account before the District can move forward with this. This was not a budgeted item for this fiscal year.

Sec. Brady said he was told at the Asset Management Conference that some organizations that have instituted this asset management plan have been able to point to a cost savings of about 15% to 20% of their capital expenditures, after six or seven years. The Committee discussed the question of whether having an automated system would truly be worth it and lead to more efficiency, especially in terms of the maintenance coordinator. V.P. Benediktsson agreed that this application seems to be useful and necessary for capital asset management, but she does not believe the District should necessarily use it as an automated maintenance coordinator.

c. Update on Required IT Infrastructure

The Committee did not discuss this as separate item; this was included in Items A and B.

d. Existing IT Expenses

Since the 2009-2010 fiscal year financials have not been completely updated yet, the Committee requested to see a total of this fiscal year's IT expenses at the next IT Committee meeting.

IV. ADJOURNMENT at 12:26 p.m.

Recorded by Samantha Miller