



**WEST BASIN MUNICIPAL WATER DISTRICT**  
17140 S. Avalon Blvd., Suite 210  
Carson, CA 90746

**AGENDA NO. 20**

**JUNE 10, 2009 – Finance**  
Smith (Chair), Dear  
**JUNE 22, 2009 – Board Meeting**  
Prepared by: Margaret Moggia  
Submitted by: Margaret Moggia  
Approved by: Rich Nagel

## ACTION CALENDAR

### TECHNOLOGY SERVICE EXTENSION

#### SUMMARY:

In March 2008, the Board approved moving forward with the development of an Information Technology Master Plan (Master Plan). The Master Plan's focus is on reviewing and assessing the infrastructure needs, future technology projects and resource requirements that are necessary to support West Basin Municipal Water District's (West Basin) business drivers. The process is currently underway through a series of staff interviews and data gathering to present actionable recommendations. One anticipated consideration is the structure of the resource requirements. West Basin currently outsources several individually specialized technology services, which include network/desktop support, GIS and financial system administration. Each of these services is critical to properly maintain the investment made by West Basin and to ensure that West Basin has appropriate access and resources to deliver on its commitments of reliability, water quality, environmental stewardship, customer service, and sound financial and resources management.

Recently, the Board approved a new annual agreement for GIS and an extension on the network/desktop service to calendar year-end. At this time, the technology support for the financial management system administration contract is reaching its contract limit, and staff is seeking a similar extension to calendar year end. Schafer Consulting, who provides for this service, have direct knowledge about the Lawson system and has provided excellent customer service including, but not limited to troubleshooting, security administration (separate from network) over the various modules and forms, patch and upgrade maintenance, and daily backup of the financial management system. Staff requests an extension of \$50,000 to bridge this critical service while the Master Plan is currently in development.

Staff anticipates the Master Plan completion around fall 2009 and we look to the Master Plan to provide guidance over the appropriate resource requirements from the continuation of outsourcing or staffing in-house.

#### STRATEGIC BUSINESS PLAN IMPLEMENTATION:

Goal 8, Finance – Manage finances to optimize the public's investment return and minimize risk.

COMMITMENT STATEMENT:

Sound Financial and Resources Management – West Basin is committed to efficient business operations, financial planning, and asset management.

FISCAL IMPACTS:

Funds are available within the Financial Support Services Budget.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This item was reviewed by the Finance Committee on June 10, 2009 and agenda'd to the June 22, 2009 Board meeting without a Committee recommendation.

RECOMMENDED MOTION:

That the Board authorizes the General Manager to amend Schafer Consulting's contract (W2054) for an additional \$50,000 for Lawson Financial Management System Administration.

LIST OF EXHIBITS:

None.