



# THREE VALLEYS MUNICIPAL WATER DISTRICT SPECIAL BOARD MEETING WORKSHOP AGENDA

Vita Italian Bar & Grill  
3101 W. Temple Ave.  
Pomona, CA 91768

July 20, 2022 – 10:00 AM

*The mission of Three Valleys Municipal Water District is to supplement and enhance local water supplies to meet our region’s needs in a reliable and cost-effective manner.*

1. CALL TO ORDER ROBERTO

2. ROLL CALL LITCHFIELD

- Jody Roberto, President
- Brian Bowcock, Vice President
- Carlos Goytia, Secretary
- Mike Ti, Treasurer
- David De Jesus, Director
- Bob Kuhn, Director
- Danielle Soto, Director

3. PUBLIC COMMENT (*Government Code Section 54954.3*) ROBERTO

Opportunity for members of the public to directly address the Board on items of public interest that is within the subject matter jurisdiction of TVMWD. The public may also address the Board on items being considered on this agenda.

We request that remarks be limited to three minutes or less. Pursuant to Government Code Section 54954.3, if speaker is utilizing a translator, the total allotted time will be doubled.

4. ACTION AGENDA LITCHFIELD

A. SELECTION OF ENTERPRISE RESOURCE PLANNING SYSTEM LINTHICUM

The Board will consider authorizing the General Manager to enter into an agreement with Caselle, Inc. for Enterprise Resource Planning System and Implementation Services.

### **BOARD ACTION REQUIRED 4.A**

Staff Recommendation: Approve as Presented

B. ADOPT RESOLUTION NO. 22-07-934 RE-AUTHORIZING REMOTE TELCONFERENCE MEETINGS PURSUANT TO THE PROVISIONS OF ASSEMBLY BILL 361 LITCHFIELD

The Board will consider adopting Resolution No. 22-07-934 re-authorizing remote teleconference meetings pursuant to AB 361.

### **BOARD ACTION REQUIRED 4.B**

Staff Recommendation: Approve as Presented

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|--|---------|
| 5. WORKSHOP                                  | ROBERTO |
| A. STRATEGIC LEADERSHIP AND TEAM DEVELOPMENT | WILSON  |
| 6. FUTURE AGENDA ITEMS                       | ROBERTO |
| 7. ADJOURNMENT AND NEXT MEETING              | ROBERTO |
- The Board will adjourn to a regular Board Meeting on September 7, 2022 at 8:00 AM.

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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Assistant at (909) 621-5568 at least 24 hours prior to the meeting.

Pursuant to Government Code Section 54957.5, materials related to an item on this agenda submitted after distribution of the agenda packet will be posted on the TVMWD website at [www.threevalleys.com](http://www.threevalleys.com).

Three Valleys MWD Board meeting packets and agendas are available for review at [www.threevalleys.com](http://www.threevalleys.com).



## BOARD OF DIRECTORS STAFF REPORT

**To:** TVMWD Board of Directors  
**From:** Matthew H. Litchfield, General Manager   
**Date:** July 20, 2022  
**Subject:** **Selection of Enterprise Resource Planning System**

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**Funds Budgeted: \$ 100,000**       **Fiscal Impact: \$**

### **Staff Recommendation**

**Authorize the General Manager to enter into an agreement with Caselle, Inc. for Enterprise Resource Planning (ERP) System and Implementation Services.**

### **Background**

We have utilized Tyler Technologies's Eden software as TVMWD's primary business management tool since 1999. Tyler informed us they will no longer support Eden as of March 1, 2027, so a replacement must be selected. Implementation is usually 6-18 months, depending on complexity. \$100,000 was included in the FY 2022-2023 budget for implementing a replacement ERP system.

### **Discussion**

In April, TVMWD staff issued a request for proposal (RFP) for a new ERP system to meet the following objectives:

- Provide a single, comprehensive and integrated solution to manage TVMWD's business functions that can interface with third party systems if necessary
- Integrated preparation of multi-year budgets, cash flow projections and financial statements
- Provide an up-to-date, user friendly and intuitive user interface to promote system use and productivity
- Streamline business processes to take advantage of best practices through automation, integration, and workflows
- Configurable reports with access to information through inquiry or drill down capabilities
- Document management integration

The RFP was provided to 6 vendors and advertised on our website. We received 3 responses:

	Installed Price	Annual Maintenance	Total Initial Investment
Caselle	\$115,437	\$22,932	\$138,369
Springbrook	\$128,709	\$56,750	\$185,459
Tyler ERP Pro powered by Incode	\$165,713	\$59,124	\$224,837

Our selection committee was represented by Viviana (HR), Robert (IT), and Esther, Liz & James (Finance). Upon review of the proposals, the selection committee moved forward for a proof-of-capabilities demonstration with Caselle and Tyler. After these demonstrations, the selection committee determined Caselle as the most qualified for:

- Meeting project objectives
- Having sufficient organizational resources
- Understanding our project
- Technical approach, methodology and project schedule
- Experience and qualifications
- Record of success with similar projects

Although Caselle proposed many modules of their software, not all of these modules are necessary. The total installed price is expected to be around \$90,000 and the annual maintenance will be slightly less than what we currently pay for Eden.

Caselle will handle accounting, timekeeping, payroll, human resources, asset management, purchase orders and document management. The document management application is a particularly significant benefit, as TVMWD staff were preparing to issue a separate RFP for a document management system to handle file organization and records retention management. Caselle's Document Management application will meet all TVMWD's needs at a lower cost, with a faster implementation, and provide a consistent process for all staff.

TVMWD expects a "go-live" date of early 2023.

### **Strategic Plan Objective(s)**

3.3 – Be accountable and transparent with major decisions

4.1 – Implement new accounting and human resource software by FY 22/23 that provides for efficient use for all departments

### **Attachment(s)**

None

### **Meeting History**

None

NA/JL

**RESOLUTION NO. 22-07-934****A RESOLUTION OF THE BOARD OF DIRECTORS OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM, DECLARING THAT LOCAL EMERGENCY CONDITIONS PERSIST, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS AND ITS STANDING COMMITTEES FOR THE PERIOD JULY 21, 2022, TO AUGUST 19, 2022, PURSUANT TO BROWN ACT PROVISIONS**

**WHEREAS**, the Three Valleys Municipal Water District (the “District”) is committed to preserving and nurturing public access and participation in meetings of its Board of Directors; and

**WHEREAS**, all meetings of the District’s Board of Directors (the “Board”) and its standing committees are open and public, as required by the Ralph M. Brown Act (California Government Code Sections 54950-54963), so that any member of the public may attend, participate, and watch those bodies conduct their business; and

**WHEREAS**, the Brown Act, in Government Code Section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code Section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition for application of Government Code Section 54953(e) is that a state of emergency is declared by the Governor pursuant to Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by conditions as described in Government Code Section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency to exist in California as a result of the threat of COVID-19, and such proclamation has not yet been lifted; and

**WHEREAS**, it is further required under Government Code Section 54953(e) that state or local officials have imposed or recommended measures to promote social distancing or that the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, the Board previously adopted Resolution No. 22-06-932 on June 15, 2022, finding that the requisite conditions exist for the Board and its standing committees to conduct

remote teleconference meetings without compliance with Government Code Section 54953(b)(3); and

**WHEREAS**, as a condition of extending the use of the provisions set forth in Government Code Section 54953(e), the Board must reconsider the circumstances of the state of emergency that exists within the District, and the Board has done so; and

**WHEREAS**, emergency conditions persist within the District, specifically COVID-19 and its Delta variant remain highly contagious and, therefore, a threat to the health, safety, and well-being of the District's employees, directors, vendors, contractors, customers, visitors, and residents; and

**WHEREAS**, orders from the Los Angeles County Department of Public Health and regulations from the State of California impose limitations on gatherings and provide guidance on best practices with respect to actions to reduce the spread of COVID-19; and

**WHEREAS**, the Board does hereby find that a state of emergency continues to exist within the District's service area as a result of the continuing presence of COVID-19, which has caused, and will continue to cause, conditions of imminent risk to attendees of Board meetings, and has resulted in local, State, and federal social distancing orders and related guidance, and which has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and the Board desires to re-affirm that a local emergency exists and re-affirm the proclamation of state of emergency by the Governor of the State of California; and

**WHEREAS**, as a consequence of the local emergency persisting, the Board does hereby find that the Board and all standing committees thereof shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code Section 54953, as authorized by subdivision (e) of Government Code Section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Government Code Section 54953; and

**WHEREAS**, the District will continue to provide proper notice to the public regarding all Board and standing committee meetings in accordance with Government Code Section 54953(e)(2) and shall continue to provide notice to the public of how they may access any such meeting via call-in number and/or internet link.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1. Recitals.** The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

**Section 2. Affirmation that Local Emergency Persists.** The Board hereby considers the conditions of the state of emergency within the District and proclaims that a local emergency

persists throughout the District as a result of the continuing presence of COVID-19, which continues to cause conditions of imminent risk to attendees of the District's Board and standing committee meetings, and which have resulted in local, State, and federal social distancing orders and guidance, and that continuing to conduct the District's Board and standing committee meetings virtually will minimize the possible spread COVID-19 and any variant thereof.

**Section 3. Re-Ratification of Governor's Proclamation of a State of Emergency.** The Board hereby re-ratifies the Governor of the State of California's Proclamation of State of Emergency regarding COVID-19, dated March 4, 2020.

**Section 4. Remote Teleconference Meetings.** The District's General Manager, or his or her delegee, and the Board and standing committees of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including but not limited to continuing to conduct open and public meetings in accordance with Government Code Section 54953(e) and other applicable provisions of the Brown Act.

**Section 5. Effective Date of Resolution.** This Resolution shall take effect on July 21, 2022, and shall be effective until the earlier of (i) August 19, 2022, or (ii) such time as the Board adopts a subsequent resolution in accordance with Government Code Section 54953(e)(3) to extend the time during which the Board and standing committees of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of Government Code Section 54953.

**PASSED AND ADOPTED** by the Board of Directors of the Three Valleys Municipal Water District this 20<sup>th</sup> day of July, 2022, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Jody Roberto  
President, Board of Directors

ATTEST:

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Carlos Goytia  
Secretary, Board of Directors

SEAL: