



Engineering Division 2023 Priorities



Overview: Engineering Division 2023 Priorities

- Long Term Capital Planning
- SAP Conversion - Enterprise Resource Planning
- Help Desk Service Contract
- District Paving Program

Long Term CIP Planning

- Historic CIP planning has consisted of 2-year budget with a 10-year programmatic overview
- In 2019, the District analyzed, prioritized, and developed a proposed project-specific 10-year plan
- Currently several long term plans in progress
 - Water System Master Plan
 - Strategic Water Supply Assessment
 - Watershed Recreation Management Plan
 - Water Conservation Plan
 - IT Strategic Plan



Long Term CIP Planning: Annual Goals & Milestones

➤ Begin planning process September 2023

- Incorporate all capital elements of ongoing planning efforts into comprehensive long, medium, and short term plans
- Use asset management principles where applicable
- Account for unanticipated needs and emergencies

30-Year (Long-Range) CIP

- Updated every 10 years
- Long enough that major portions of MMWD system reach expected design life

10-Year (Medium-Range) CIP

- Updated every 3-5 years
- Provides a queue for the 4-year CIP

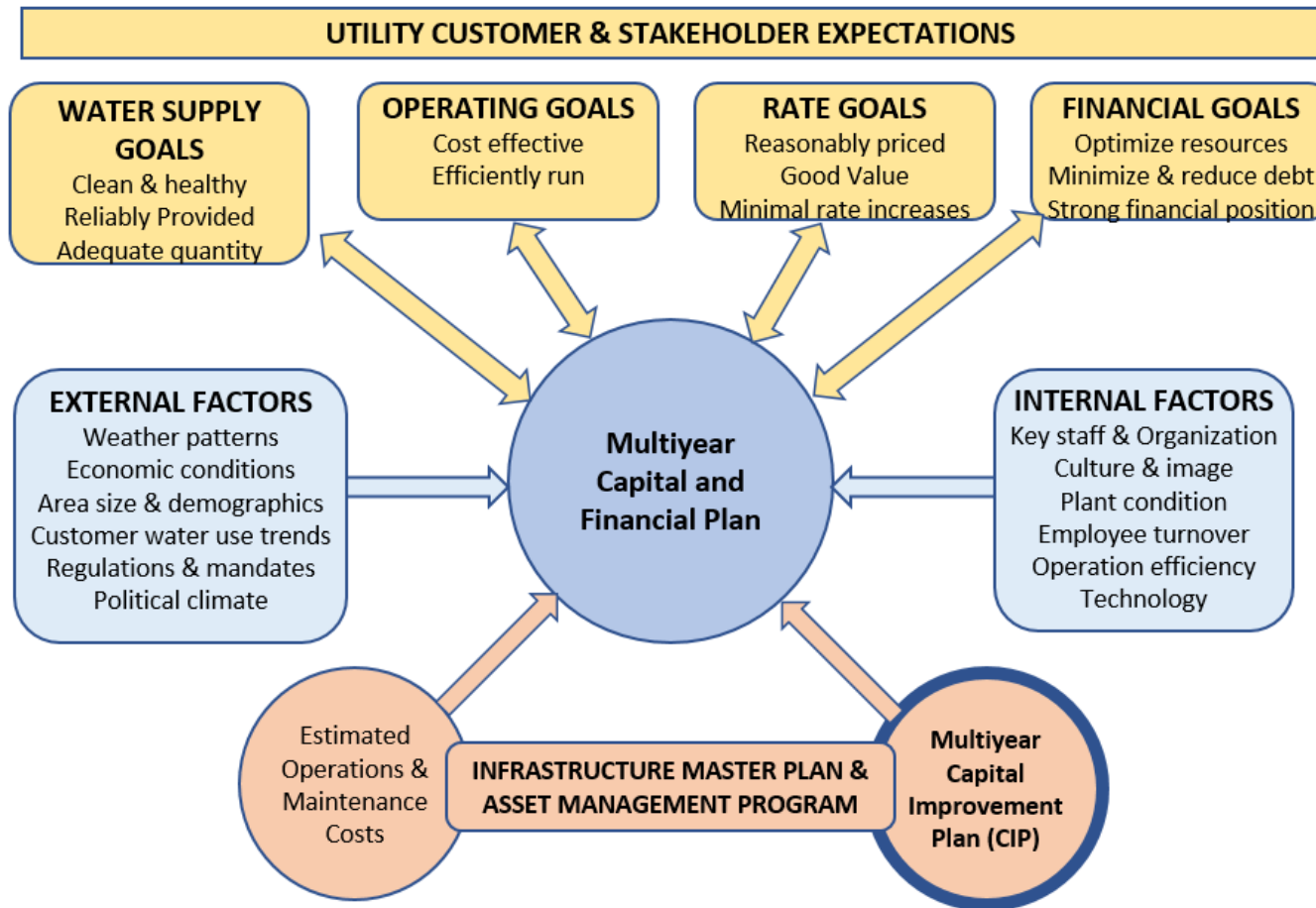
4-Year (Medium-Range) CIP*

- Updated annually for budget forecasting

*4-Year plan tied to budget and rate increase, Prop 218 required

Long Term CIP Planning: Annual Goals & Milestones

➤ Finalize 30 and 10 Year Capital Plan – May 2024



Source: AWWA M29 – Water Utility Capital Financing

Information Technology Strategic Plan

- Develop Information Technology Strategic Plan:
Identify long-term needs & opportunities for optimizing support for District activities and enhancing the use of Information Technology

Annual Goals and Milestones

- Expert Review of Draft Plan - March 2023
 - Engage staff and key stakeholders in internal review
- Bring to Board & finalize IT Strategic Plan - August 2023

SAP Conversion - Enterprise Resource Planning

- Enterprise Resource Planning (ERP) refers to a type of software that organizations use to manage day-to-day business activities such as accounting, human resources, budgeting, procurement, inventory, project and maintenance management, and customers relations.
- SAP has been in use at the District for over 23 years
- SAP is at “end of life” with no more updates planned other than security patches through December 2027



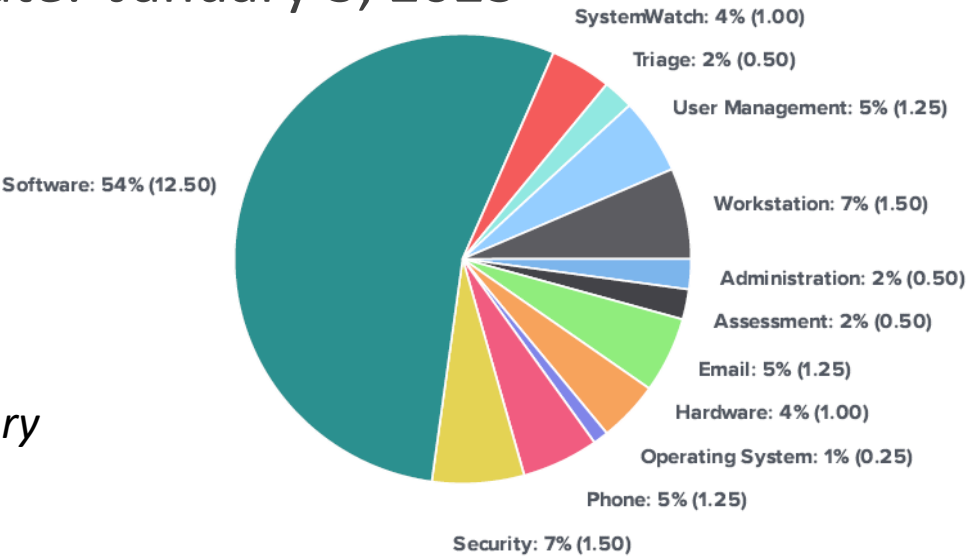
SAP Conversion: Annual Goals & Milestones

ERP Implementation Plan

- Phase 1 - Initiate ERP Options Review
 - Issue RFP – September 2023
 - Conduct Needs Assessment – December 2023
 - Vendor Demonstrations and Options Review – 2024
- Phase 2 – Contract Development
 - Prepare bid documents and professional services agreements for preferred alternative – Dec 2024
 - Vendor/Consultant Selection
- Phase 3 – Implementation
 - Data transfers, customizations, and “sandbox” testing - 2025-2026
 - Staff training – Spring 2026
 - “Go Live” Target Date – July 1, 2026

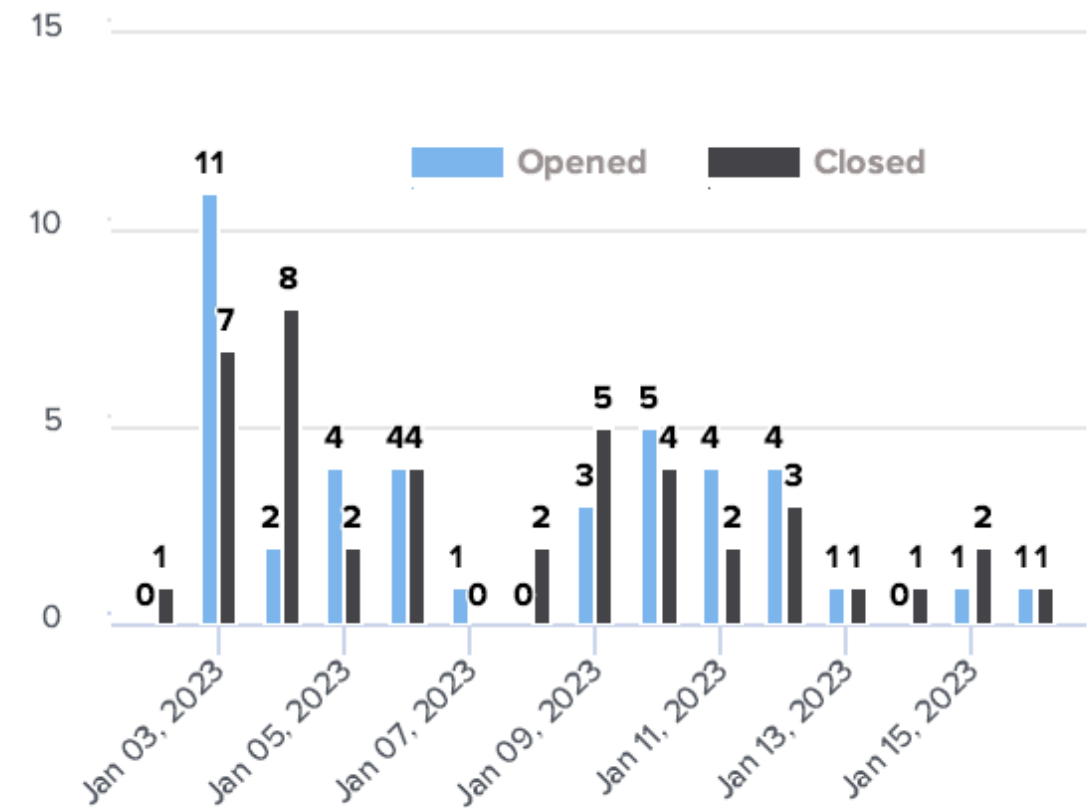
Help Desk Service Contract

- With recent staff retirements, the District entered into a four month service contract to augment Helpdesk staff with an outsourced provider
- Selected Provider: Team Logic IT, Santa Rosa, CA
- Start Date: January 3, 2023



Ticket Category
by hours

Opened vs. Closed Tickets - Daily



Help Desk Service Contract

- Online ticketing system for ticket creation, tracking, collaboration, and reporting. Remote management of desktop updates and security patches. Reporting and tracking features
- If successful, could redeploy FTEs to support upcoming IT initiatives including:
 - SAP Conversion - ERP
 - GIS Utility Network Conversion
 - Conversion to Microsoft O365
 - Replacement of CISCO phone system
 - Software Integration for AMI

Help Desk: Annual Goals & Milestones

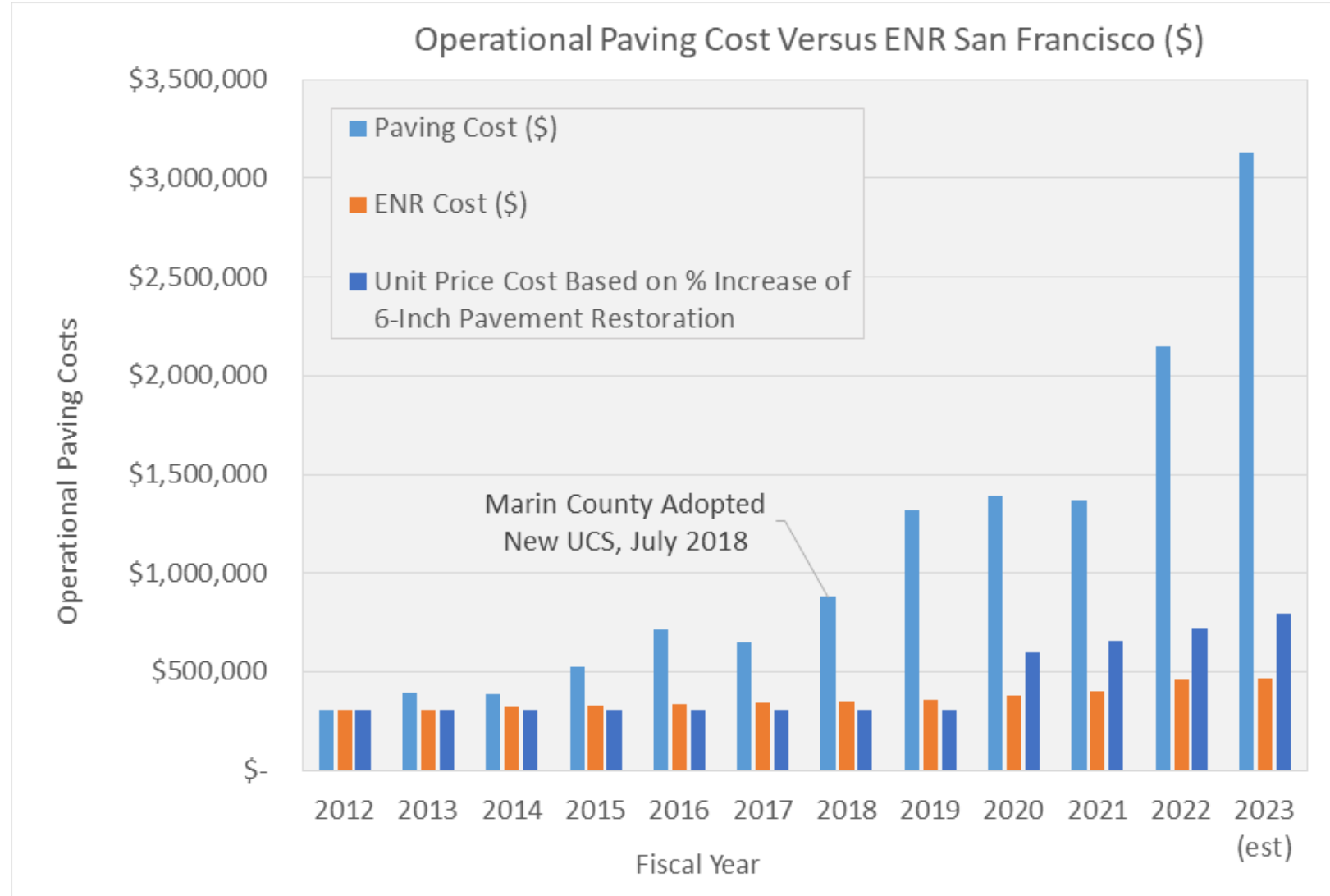
- Internal review of Helpdesk Service Contract with IT staff and internal users
 - 2 month review – March 2023
 - 4 month review – May 2023
- Evaluation of statistics, metrics, pros/cons for Help Desk Service Contract
- Report out to the Board – May 2023

District Paving Program

- Encroachment permits for pipe repairs and capital projects dictate extent of required paving per local jurisdictions
- Operational paving needs for pipe-repairs and other needs are met through a multi-year on-call paving contract
- Capital project paving needs are executed as a bid item under the contract award, which may be performed by the primary contractor or via a sub-contractor

District Paving Expenditures for Operations

- District operations paving costs have increased **927%** from 2012-2023
- In comparison, Contract Unit Costs have increased ~10% per year or 160% since 2012
- ENR Construction Cost Index has increased 54% since 2012
- **80%** of the increase has been due to increases in permit conditions



Paving requirements and limits are increasing



**PRE-2018 MARIN COUNTY UCS PAVING
PATCH**



**POST-2018 MARIN COUNTY UCS
STANDARD UPDATES**

Paving requirements and limits are increasing



Paving requirements and limits are increasing



Paving: Requirements and limits are increasing

- Survey of 19 neighboring jurisdictions outside of Marin County shows that:
 - 2018 Marin County UCS trench and paving standards require 60% more paving than others
 - City of San Rafael 2022 paving standards are now 130% to 340% greater than others
- Cities in Marin County either follow the 2018 Marin County standards or adopt a more strict version
- Trend appears to be continuous increase in paving requirements and limits, increasing the cost for utility capital and operational costs

Paving Restoration Program: Strategy and Approach

- Staff Level Engagement - Pursue MOUs with City/County for paving exemptions in exchange for performance guarantees and monitoring plans – August 2023
- Develop understanding of legal bounds for increased paving limits under Proposition 218 and cost of service.
- Bring on an expert to analyze industry standards
- Elevate discussions between elected officials, as necessary
- Longer term – consider lobbying effort for legislative changes (through ACWA)
- Legal strategies

