

**FRESNO IRRIGATION DISTRICT
MINUTES OF THE EQUIPMENT COMMITTEE MEETING
HELD MARCH 8, 2017**

Fresno Irrigation District's Equipment Committee met at the District office located at 2907 South Maple Avenue – Fresno, California, on March 8, 2017. The meeting began at 11:30 am.

EQUIPMENT COMMITTEE MEMBERS PRESENT

Director George Porter
Director Chris Woolf

STAFF MEMBERS PRESENT

Assistant General Manager Bill Stretch
Chief Engineer Laurence Kimura
Interim Construction and Maintenance Superintendent Mike Prestridge
HR Director September Singh

ASSISTANT GENERAL MANAGER'S EQUIPMENT REPORT

Agenda items were discussed out-of-order

c. 2017 Computer Purchases

This year Staff requested the purchase of computers to take place earlier in the year (spring vs. fall) due to the failures that occur throughout the year. Staff proposed purchasing computers as part of our normal rotation including: 1) replace eight desktop computers and 2) replace two laptops. Last year Staff modified the District's computer roll down policy. Prior to 2016, computers were used by the Engineering, Accounting and Administrative Departments for four years (prior to 2013 it was three years) and then refurbished and rolled down to the Water and Maintenance Departments (Department Heads, Supervisors, and training stations). A new desktop computer costs approximately \$2,100 (including software) and the cost to refurbish and roll down a computer is approximately \$500. Staff moved away from this roll down policy and will continue to purchase new computers for several reasons including: 1) many computers fail earlier than originally estimated (many between years three and five); 2) roll down computers are kept up to eight years and have a variety of issues (hardware failures, issues with older software and operating systems, etc.); and 3) the Water and Maintenance Departments are utilizing computers a lot more now and will continue to do so, especially as turnover will bring in more tech savvy staff over the next few years. Staff will continue to re-evaluate the roll down policy next year. It is highly likely that Staff will not eliminate the roll down policy entirely, but instead just reduce the number of roll downs to certain stations that are not used as often.

Recommendation

Staff recommends the purchase of eight desktop and two laptop computers to maintain the current roll down schedule at an approximate cost of \$15,000 in 2017.

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b. Human Resources Software Purchase

Mr. Stretch and Ms. Singh reviewed the necessity of obtaining a technology HR Solution software. It was explained that the HR Department's current challenges and limitations include:

Limitations:

- Lack of System Flexibility
- Outdated Database
- Security Issues
- Lack of Reporting Ability
- Historical and Future Date Issues
- Scattered Databases

Challenges:

- Lack of Critical Information
- Compliance Failures

The maintenance and administration of the core HR database (referred to as Human Resource Information Systems or HRIS) can be streamlined in a more efficient manner.

Benefits:

- Reduce Compliance Issues
- Increased Capabilities
- Accounting Software

Recommendation

The Committee agreed to present to the full Board during March's regular Board meeting the HRIS proposal at an approximate cost of \$10,000 - 15,000 per year.

a. Asset Management Software Purchase

Mr. Stretch reviewed that Staff has researched several Asset Management software packages. Mr. Stretch described that Staff is striving to leverage technology to become more efficient with staff-time and District resources; increase speed of a wide variety of data entry and eliminate manual data entry were possible, continue to move towards paperless solutions, reduce errors caused by current data gathering/data entry/data management/filing, reduce data duplication, improved data management, streamline maintenance program planning, scheduling and budgeting and ultimately improve customer service and system reliability.

The Water, Construction-Maintenance (C/M) and Engineering Departments worked together to assess our current processes and practices to see where improvements were needed. They eventually developed a pilot project and teamed up with the vendor Websoft-Mobile MMS.

Staff reviewed the current needs and proposed initial programming (2017) for the three participating departments. Adding more features and programming was also discussed for the future (2018-19).

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After researching several other Asset Management software solutions over the past several years, Staff recommends purchasing the Websoft Mobile MMS software. The software is web based and there will be an initial purchase cost along with an annual licensing fee and a mobile data service plan (AT&T). Along with software, the District will need to purchase tablets for the individuals who will utilize the software which is listed below. Mobile MMS and Staff agree that we focus on one major area for each Department when we first implement the program. The first priority will be the Water Department collecting water readings and be able to utilize the software to view parcel information, water rate info, schedule and facility mapping. The C/M Department will start with the Work Order program and Engineering will utilize it on the groundwater well readings.

Tablets by Department

Water Dept.	12 Units	
Engr Dept.	1 Unit	
Mtce Dept.	8 Units	4 Units for Spray Program (3 trucks + 1 tractor) 2 Units for Irrigation Season Maintenance crews (WO's) 2 Units for Copper Sulfate Program
<u>Spares</u>	<u>2 Units</u>	
TOTAL	23 Units	

Financial Impacts

The cost of setting up the system will be approximately \$20,000 and there will be additional annual costs (i.e. 2018 - \$5k) to add more features assuming the District continues to expand the program. Because the program is web based, there is an annual licensing fee of approximately \$23,000/year (assumes 3% inflation/year). As mentioned earlier, 23 tablets will need to be purchased along with cases and a wireless data connection from AT&T.

Description	2017	2018*	2019*
MMS Professional Services	\$20,000	\$5,000	\$3,000
MMS Licensing	\$22,800	\$23,484	\$24,189
Tablets/Cases	\$16,100	\$1,400	\$1,400
AT&T Service	\$4,002	\$3,312	\$3,312
TOTAL	\$62,902	\$33,196	\$31,901

Assumptions

Number of Tablets(ea) =	23
Tablet/Case Cost (ea) =	\$700
AT&T Initiation Cost (ea) =	\$30
AT&T Service Cost (\$/mo) =	\$12

* Note: Assumed 3% per year inflation rate for Mobile MMS

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Recommendation

The Committee agreed to present to the full Board during March's regular Board meeting the Websoft Mobile MSS software proposal as recommended by Staff (at a cost of \$63,000 for 2017, and between \$30,000 - \$35,000 in 2018 and 2019). Staff should reevaluate the software and overall program at the end of 2019 and determine if it should continue to be utilized and funded.

Financial Impacts

The current Power Revenue Fund balance stands at about \$1,797,000. In 2014, the Board approved a \$1,000,000 transfer from the 2014 water sales. FID has spent approximately \$1,410,000 between 2014 and 2016 replacing old worn out equipment/vehicles and purchasing new equipment which enables FID crews to be more efficient. Assuming the projected income for the Power Revenue Fund is approximately \$250,000 in 2017 and the proposed purchases listed within this memo are approximately \$93,000, the ending balance should be approximately \$1,369,000 in mid-2017. Later this year (in the fall), Staff typically provides the Equipment Committee with a plan to upgrade the equipment and vehicles which is currently estimated at \$710,000. Based on these figures, the ending balance in 2017 should be approximately \$660,000.

Miscellaneous

Staff toured the Board Room with the Committee Members and discussed adding microphones, a large wall -mounted monitor, and rearranging the layout. Staff will prepare several alternatives and meet with the Equipment Committee later this year.

Staff and Committee Members also toured the Old DT Room/Storage Building and discussed possible updating.

ADJOURNMENT

The meeting adjourned at 1:30 pm.

Submitted By,

William Stretch
Assistant General Manager