

ADDRESS: **Westborough Water District**
2263 Westborough Boulevard
South San Francisco, CA 94080

PHONE: 650-589-1435

Enterprise System Catalog:

AUGUST 23, 2023

VENDOR AND PRODUCT: **Public Utilities Web Coop (PUWC), Online Payment System**

SYSTEM PURPOSE: Utility Billing Online Payments

CATEGORIES/TYPES OF DATA: Customer Contact, Consumption, and Payment Information

DEPT./PRIMARY CUSTODIAN: Billing

FREQUENCY OF COLLECTION: On demand (automated)

FREQUENCY OF UPDATE: On demand (automated)

VENDOR AND PRODUCT: **Corbin Willits, MOM Software**

SYSTEM PURPOSE: Accounts Payable, General Ledger, Payroll, Utility Billing and Cash Management

CATEGORIES/TYPES OF DATA: Vendor Data; Financial Records; Personnel and Payroll Records; Customer Utility Billing, Consumption, and Collections

DEPT./PRIMARY CUSTODIAN: Administration

FREQUENCY OF COLLECTION: Every day

FREQUENCY OF UPDATE: Every day

VENDOR AND PRODUCT: **Microsoft, Word, Excel, Power Point, and Outlook**

SYSTEM PURPOSE: Create, Record and Store Documents; Email Communications.

CATEGORIES/TYPES OF DATA: Documents, Database, Forms, Board Executed Documents, including Agendas and Minutes. General Email.

DEPT./PRIMARY CUSTODIAN: Administration

FREQUENCY OF COLLECTION: Every day

FREQUENCY OF UPDATE: Every day

VENDOR AND PRODUCT: **Go Daddy, Outlook 365**

SYSTEM PURPOSE: Email System

CATEGORIES/TYPES OF DATA: Email Communications

DEPT./PRIMARY CUSTODIAN: Administration

FREQUENCY OF COLLECTION: Every day

FREQUENCY OF UPDATE: Every day

VENDOR AND PRODUCT: **ESRI, ArcGIS**

SYSTEM PURPOSE: Geographic Information System (GIS)

CATEGORIES/TYPES OF DATA: District Wide Mapping

DEPT./PRIMARY CUSTODIAN: Engineering

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Adobe, Acrobat and Reader**

SYSTEM PURPOSE: Document Archive

CATEGORIES/TYPES OF DATA: .PDF (Portable Document Format)

DEPT./PRIMARY CUSTODIAN: Administration

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Sensus, AutoRead**

SYSTEM PURPOSE: Meter Reading

CATEGORIES/TYPES OF DATA: Water Meter Data and Meter Reading Locations

DEPT./PRIMARY CUSTODIAN: Billing

FREQUENCY OF COLLECTION: Every 2 months

FREQUENCY OF UPDATE: Every 2 months

VENDOR AND PRODUCT: **Corel, WordPerfect**

SYSTEM PURPOSE: Document Creation

CATEGORIES/TYPES OF DATA: Documents

DEPT./PRIMARY CUSTODIAN: Administration

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Sensus, Field Logic Hub**

SYSTEM PURPOSE: Meter Reading Data

CATEGORIES/TYPES OF DATA: Manages hand-held devices used for programming or meter reading.

DEPT./PRIMARY CUSTODIAN: Billing

FREQUENCY OF COLLECTION: Every 2 months

FREQUENCY OF UPDATE: Every 2 months

