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October 26, 2020

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

TWSD TRANSITION: COMPUTER AND CELL PHONE/IPAD PURCHASES

Summary

The purchase of staff computers and cell phones is included in the Board approved Triunfo Water & Sanitation District (District) Transition Plan. This purchase supports the administrative needs of the new District staff. In addition, as part of the Board's effort to reduce photocopy expenses and enable better remote access to various District documents, the Board approved the purchase of iPads for Board member use. Staff has solicited cost proposals from various service providers for the purchase of the aforementioned equipment and is recommending moving forward with purchasing.

iPad and Cell Phone:

At the April 27, 2020 Board Meeting, your Board approved staff to purchase iPads for each Board director to facilitate the transitioning from hard-copy to electronic distribution of Board meeting agenda packets, as well as provide for other remote operations and access to District materials. Using the information received from LVMWD on the systems they purchased, staff has received a quote for a comprehensive package that also includes cell phones for core management staff, which is part of the process to transition from consultants to District employees. Staff solicited cost estimates from several vendors and selected FirstNet (through AT&T) as the most cost-effective proposal for cell phones and iPads due to their extensive and exclusive service provided for first responder agencies. Since the District is a water supplier for fire first responders, it is eligible to be enrolled in this specialized network. Based on the quote, here is the breakdown of the anticipated unit costs:

- | | |
|---|------------|
| 1) 12.9" iPad Pro, Wi-Fi and cellular capability, 128Gb (each; need 5) | \$1,074.00 |
| 2) iPhone SE 2020, 128Gb (each; need 4) | \$0.99 |
| 3) Monthly service for each iPad (each; if connected to the network via cellular) | \$37.00 |
| 4) Monthly service for each cell phone (each; unlimited data, text, and talk) | \$39.99 |

There may also be the cost of certain accessories for each iPad based on Board member requests and those include an Apple Pencil (\$129) and a Logitech keyboard case (~\$140). The estimated one-time costs for the five iPads is \$5,800 and \$1,500 for the accessories for a total of \$7,300. The estimated service charge for the remainder of the

FY is \$1,480, should all Board members request cellular service. The one-time cost for the cell phones is \$5 with an estimated end of FY service charge of \$1,280.

Computers:

Another part of the process to transition from consultants to District employees is the purchase of computers. Currently, core management personnel are using employee owned laptops to conduct District business at home and in the office. Continued use of personal equipment is no longer appropriate. The Transition Plan included funding for computers and other electronic devices to support District employees. Staff received a proposal from FTI Services, the current IT services provider for VRSD, which included the cost for 10 computers and full network services. Since only the laptop computers are currently required, the remaining equipment will be purchased on an as needed basis. The estimate for the 4 laptop computers and all installation and set-up services is \$12,719 and is in line with the Transition Plan cost estimates.

In support of staff efforts in continuing implementation of the Transition Plan, staff recommends the Board review and approve the computer, cell phone, and iPad purchases.

Please contact me at (805) 658-4621 or email marknorris@triumfowsd.com if you have any questions or need additional information.

Fiscal Impact


The iPad expenses were not part of the original electronics budgetary estimate in the Transition Plan. The cost of the iPads and accessories is \$7,300 but does not include the cellular service fee of \$1,500 to the end of the FY. These costs can be included with the computer and cell phone purchase and a budget adjustment made later, if necessary, once additional employees are hired. The cost of the computers and cell phones/plan is part of the Transitional Plan budget.

Recommendation

It is recommended that the Board:

- A. Review and approve the computer, iPad, and cell phone purchases and determine which Board members require cellular service; and
- B. Authorize staff to increase the FY2020-2021 Adopted Budget by \$28,867 to fund the electronic equipment purchase element of the Transition Plan; or
- C. Provide staff with alternative direction.

REVIEWED AND APPROVED: _____


Mark Norris - General Manager

Attachment: None