

ADDRESS: **Meiners Oaks Water District**

202 W. El Roblar Drive
Ojai, CA 93023

PHONE: 8056462114

Enterprise System Catalog:

OCTOBER 27, 2020

VENDOR AND PRODUCT: **Microsoft, Office Suite**

SYSTEM PURPOSE: Gather data for water usage, agendas, minutes, agenda packets, spreadsheets from the billing system, email, and calendar management.

CATEGORIES/TYPES OF DATA: Excel spreadsheets, letters, memos, agendas, and meeting minutes.

DEPT./PRIMARY CUSTODIAN: District Office

FREQUENCY OF COLLECTION: On demand (automated)

FREQUENCY OF UPDATE: On demand (automated)

VENDOR AND PRODUCT: **Tyler Technologies, Incode 10 Utility Billing, Accounts Payable & Payroll**

SYSTEM PURPOSE: Customer billing, vendor payables, customer and vendor management and payroll.

CATEGORIES/TYPES OF DATA: Payroll of employees, all aspects of billing and payables, customer contact information creation, and upkeep.

DEPT./PRIMARY CUSTODIAN: District Office

FREQUENCY OF COLLECTION: Every 15 days

FREQUENCY OF UPDATE: On demand (automated)

VENDOR AND PRODUCT: **Actian PSQL 2.0, MVRs Handheld Software**

SYSTEM PURPOSE: Water meter reading handheld software, uploads reads from handheld to the Incode 10 utility billing system.

CATEGORIES/TYPES OF DATA: The individual meter reads, stored only during transactional monthly use.

DEPT./PRIMARY CUSTODIAN: District Office

FREQUENCY OF COLLECTION: Every month

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **OpenEdge , Global Payment Portal**

SYSTEM PURPOSE: OpenEdge is the preferred partner with Tyler Technology Incode 10 billing to host secure customer online bill pay.

CATEGORIES/TYPES OF DATA: OpenEdge hosts the online bill pay, customers create verified accounts, to access billing, consumption history, account profile, and payment information.

DEPT./PRIMARY CUSTODIAN: District Office

FREQUENCY OF COLLECTION: On demand (automated)

FREQUENCY OF UPDATE: On demand (automated)

