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METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

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EXECUTIVE SECRETARY

December 26, 1995

To: Board of Directors (Engineering and Operations Committee--Information)
 (Finance and Insurance Committee--Information)
 (Information Systems Ad Hoc Committee--Information)

From: *for* General Manager *Lambertus H. Becker*

Submitted by: Lambertus Becker
 Chief Financial Officer *Lambertus H. Becker*

Subject: Distribution of Board Letter Packets via Diskette

RECOMMENDATION(S)

For information Only

EXECUTIVE SUMMARY

In response to a request from the Information Systems Ad Hoc Committee in July 1995, staff has developed a method to deliver a substantial portion of the information contained in the board letter packet via diskette. The agendas, letters and attachments are linked using a technology known as "hypertext". This technology allows the user to review the agenda and go directly from the agenda to the letters electronically rather than search for them through a stack of paper.

The method has been tested as a pilot with members of the board for the last three months and is now ready to be implemented for the entire board. In order to fully implement, it will be necessary for Metropolitan to acquire a number of laptop personal computers to allow members of the board to take advantage of the technology. It is estimated that the total cost for the implementation will be under \$200,000 including the cost of computers, printers, configuration and training.

Attachment "A" shows the costs of implementing and maintaining the project along with projected savings due to reduced printing and mailing costs for the packets.

Attachment "B" shows the schedule for the implementation.

The Information Systems Ad Hoc Committee has recommended moving forward with this project and has so advised your Board at previous meetings. Once the expected level of director participation has been determined, equipment can be procured and training can commence. Full implementation should be completed by May 1996.

Attachment "A" shows the costs of implementing and maintaining the project along with projected savings due to reduced printing and mailing costs for the packets.

Attachment "B" shows the schedule for the implementation.

DETAILED REPORT

I. Goals

To allow board members to more efficiently access the board letter packet.

To present the letters in a more standardized fashion and to streamline the administrative effort required to produce the letters.

II. Accomplishments

Templates have been created and placed into general usage for the creation of the major categories of board letters.

A method has been put into place whereby the diskettes are produced on a monthly basis. This production has been tested with a pilot group of board members for the past three months. This method includes the ability to make annotations to the board packet and save them on the original diskette.

III. Objectives for Next Period

Survey your board to determine the level of participation.

The quantity of computers and printers to be acquired will depend on the results of the survey.

Acquire configured computers to be made available for use by your board.

Staff recommended a range of features necessary for the selected computers to conform to Metropolitan standards. The Information Systems Ad Hoc Committee reviewed and selected the minimum requirements. These requirements are detailed in Table "A". The actual

brand and detailed configuration of the computers will depend upon a combination of compatibility, availability and price. A list of the general features and estimates of the implementation costs are included in Attachment "A".

Provide training for the members of the board.

Training classes will be scheduled at Metropolitan facilities.

IV. Benefits

An eventual reduction will be realized in the cost of printing and mailing the board letter packets. The estimated cost reductions are given in Attachment "A".

Members of the board will be able to more efficiently review the material sent to them on a monthly basis as part of the packets.

The computer may also be used to access the Internet, including Metropolitan's home page, internal electronic mail and eventually could be used to connect to Metropolitan's network to access applications such as the Water Information System (WINS).

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Attachments

Table "A"
Implementation Costs

	Units	Unit Cost	Implementation Costs	Annual On-going Operating Costs (Savings)
Computers	53	2,998	158,894	
Printers	40	400	16,000	
Training			6,000	
Monthly Diskette Production				15,500
Printing				(17,000)
Mailing				(1,600)
Executive Secretary's Office				(3,500)
Total Costs			180,894	(6,600)

Table "B"
Recommended Minimum Computer Configuration

Hardware:

- 75 Megahertz 486 processor
- 8 Megabytes of Ram
- 500 Megabytes of Disk
- 28.8 baud internal modem
- Active Matrix screen
- Printer (as requested)

Software:

- Microsoft Windows
- Microsoft Office Professional

Additionally, the configuration will have been tested for compatibility with Metropolitan's Local Area Network.

Implementation Schedule

