



MT. VIEW SANITARY DISTRICT

Agenda Date: 1-13-22
Agenda Item: 5 R-3

Approved:

Lilia M. Corona
District Manager

ADMINISTRATIVE SERVICES MANAGER'S REPORT

TO: Mt. View Sanitary District Board of Directors
FROM: Denise Gray, CFO/Administrative Services Manager
DATE: January 13, 2022
SUBJECT: Administrative Services Manager's Report – December 2021

Finance

New Financial Software

Review is in progress. A request was made for 3 referrals from each company. Emphasis was placed on obtaining government agency users as references (still pending receipt). Pricing for SAGE Intacct came in \$20k over budget after full review of system requirements. Also, reached out to "sister agencies" to solicit feedback on Q&As to inquire if anyone has used SAGE Intacct, in addition to feedback on Caselle. Positive feedback was provided from Caselle users; nothing regarding SAGE Intacct. Planning of implementation will require staff to perform daily routine work while testing new software. This will demand a significant effort with teamwork, but we are up for the challenge! The likelihood of new software being fully implemented prior to July 1, 2022, is not expected.

COVID-19 Fiscal Relief for Special Districts

Great news! On December 16, 2021, the District was notified that our application for the \$100 million COVID-19 Independent Special District Relief Fund was funded. **The amount awarded to the District was \$44,309!** See attached Auditor Controller Allocation Schedule provided by Contra Costa County.

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Year-end Reporting Requirements

Year-end reconciliations for Payroll reporting requirements are being completed. This work supports our ability to provide W-2's to staff, reporting payroll contributions made between late December 2021 and early January 2022 to ensure they are applied to the correct tax year for participants of the CalPERS Supplemental Income 457 Plan and Valic, etc.

Human Resources and Administration

Health Insurance Portability and Accountability Act of 1996 (HIPAA) Breach Reporting

On December 21, 2021, The District fulfilled its reporting requirements related to the previously identified HIPAA Breach. No further action is required.

Staff cross-training

Stephanie Seregin and Kelli Porras have played an essential role in successfully training Pam Christopher on the many functions of administrative support, including Board Secretary duties. Training has also taken place between Operations and Administration with the promotion of Keith Raynor, Collections Lead, to ensure he can effectively and efficiently navigate through the financial software system to create purchase orders and give approvals within his authority. Additionally, Keith was provided supervisor training in Paychex to ensure he is able to provide support for payroll approvals.