



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by WMM
General Manager

Date

4/12/07

DATE: April 5, 2007
TO: General Manager
FROM: Information Systems Manager
SUBJECT: Information Technology Status Report

DISCUSSION

Following the significant upgrade of the Districts IT infrastructure in 2003, which included the replacement of the District servers and workstations and the installation of fiber optic lines between District buildings, the District's IT systems continue to evolve. Monitoring and maintenance of the systems is ongoing and new projects are being undertaken.

The most significant project recently completed was the transition from the previous scale software system to a new system. This entailed a complete change in all scale operation processes. From how transactions are entered into the software, to the type and look of scale weight tickets printed, to how credit card transactions are processed, to how the data is stored in the databases for reports, to how the scale transaction information is submitted to accounting, every process was changed. The new system went live on January 2nd and the transition has gone smoothly.

Other recent IT projects include:

- Transitioning to the new Accounting Software System: The Payroll and Accounts Receivable modules have been moved to the new system and the Accounts Payable module will be moved July 1st. Financial reports will start being prepared in the new system next fiscal year. This has also been a major undertaking with significant changes in District's procedures.
- Implementation of a District wide electronic biometric timecard system for all non-exempt employees to clock-in using their finger.
- Upgrade of the LFG meters recording software system to an SQL server based system.
- Upgrade of shop software system to a client server multi-user platform.
- Installation of a remote access device giving staff secure authenticated SSL remote access to the District network.
- Contracting for offsite screening of District email for spam and viruses. This has protected the District's staff and resources from the extraordinary worldwide increase in email spam.
- Implementation of a District wide internet spyware/adware protection system.

Pending IT projects:

- Replacement of the District's voice mail and email systems with Microsoft's Exchange 2007 with Unified Messaging. This new product integrates voice mail and emails, allowing staff to access both through the same email client.
- A camera system – first for the kiosk then site wide.
- Changing the file management system to a new web interface system.
- System of remote access for customers to download scale transaction information.
- Emailing statements to customers instead of sending paper statements.

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