



Agenda Date: 6/6/2018  
Agenda Placement: 7G

## Napa Sanitation District Board Agenda Letter

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**TO:** Honorable Board of Directors  
**FROM:** Jeff Tucker - Director of Administrative Services/CFO  
NS-Administration  
**REPORT BY:** Cyndi Bolden, Senior Accountant - 258-6001  
**SUBJECT:** Authorize Napa County ITS Agreement Amendment for FY 2018/19

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### **RECOMMENDATION**

Authorize Chair to execute the attached Amendment No. 10 modifying the annual rate of compensation to the Napa Sanitation Agreement No. 07-083 with Napa County to provide Information Technology Services for FY 2018/19.

### **EXECUTIVE SUMMARY**

This is an annual renewal of the Master Agreement (MA) between Napa County, Department of Information Technology Services (ITS) and the Napa Sanitation District for the provision of hardware and software services by the County of Napa. The computer hardware provided are personal computers (PCs), printer servers, network servers, equipment replacement and backup systems and the software applications provided are MS Office, PeopleSoft accounting, internet, email and virus protection.

Amendment No. 10 is an update to the fee schedule for services provided by Napa County ITS. The FY 2018/19 fees are proposed to be \$298,650.00. This compares to FY 2016/17 and FY 2017/18 fees for services of \$337,007.00 and \$290,987.00 respectively. There is an increase due to an increase in PCs and an increase of 2 FTEs (full-time equivalent) which is reflected in the cost allocation. Amendment No. 10 also clarifies future fee calculation methodologies and approvals.

Using Napa County to provide information technology services to the Napa Sanitation District is currently the best solution to providing computer technology to the District.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	This item will be included in the adopted FY 2018/19 budget, in the Administrative Services subdivision operating budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This contract supports the information technology needs of the District.
Is the general fund affected?	Yes
Future fiscal impact:	The rate calculation methodology for future fiscal years is included in the agreement. NapaSan can cancel the agreement with 60 days notice prior to the end of the fiscal year.
Consequences if not approved:	The District would need to contract with another service provider for the same services, or hire staff to provide the same level of service internally.
Additional Information:	

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

During July 2007, the Napa Sanitation District entered into a contract with Napa County, Department of Information Technology Services (ITS) to provide computer and information systems services. This contract has become the Master Agreement (MA) for the provision by Napa County to Napa Sanitation District of information technology services.

Amendments No. 1 through No. 4 of the MA were done each year to establish the rates for the new fiscal year. In FY 2012/13, Amendment No. 5 set the rate for FY 2012/13 and fiscal years thereafter until the agreement was amended. Amendments No. 6 through No. 9 were executed to reflect amendments to the fees. Amendment No. 10 sets the rate for FY 2018/19 and clarifies the calculation methodology and renewal approvals process for future fiscal years. All other terms and provisions of the MA remain in force.

### **SUPPORTING DOCUMENTS**

A . ITS Agreement

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker