

# SB272 Compliance

## California Public Records Act, Local Agencies Inventory

### Which Enterprise Systems Are Covered by SB 272?

Governor Brown approved SB 272 in October 2015, adding section 6270.5 to the California Public Records Act (the "Act," Government Code Sections 6250-6276.48). Section 6270.5 defines an enterprise system as a software application or computer system that collects, stores, exchanges, and analyzes information that the agency uses that is (1) a multi-departmental system or system that contains information collected about the public and (2) a system of record. A system of record means a system that serves as an original source of data within an agency. Stated plainly, SB 272 requires local agencies to create a catalog of multi-departmental systems or systems containing information about the public that store original records and post the catalog on their agency website.

### Crescenta Valley Water District's Catalog (July 1 2016):

System Product	System Vendor	System Purpose	Description of Categories or Types of Data	Primary Custodian	Frequency of System Updates	Frequency of System Data Collection
SEMS	SEMS Technologies	Multi-Module database for Utility Asset and Compliance management	Asset Management, Water/Waste Water Compliance, Fleet Management and USA Dig Alert Management	Engineering and IT Dept.	Daily	Depending on module. Fleet/Assets updated as staff tasks permit. Dig-Alert and Compliance updated daily or on changing events/conditions.
SPRINGBROOK	Accela	Multi-Module database for Finance, Administrator and Utility Billing	Utility Billing, Accounting, Cash Receipts, Inventory, Purchase Orders,	Finance and Administration, IT Dept.	Daily	Utility Billing occurs daily including weekends due to public portal. Purchase order, inventory and accounting is ongoing as staff duties are accomplished
Online-Bills.com	Accela	Public interface for Utility payments and Account management	Customer account management and payment cloud hosted portal integrated with Springbrook	Finance and Administration	Hourly	Data is synchronized between internal Accela products and third party PCI compliant merchant services as customer's self-service their accounts.
MVRS	Iltron	Middleware for metered consumption and work order processing	Meter reads, water consumption and service tickets for maintenance in the file are collected and integrated to Utility Billing via this software	Finance and Administration	Daily	Meter reading routes and service matters are synchronized daily during a work week with customer service
MS SQL SERVER	Microsoft	SQL database for data organization across multiple platforms	SQL server warehouses and secures data records for all types of applications that are not flat file based.	IT Department	Real-time	Records from other platforms not limited to Utility Billing, SEMS, and Disaster recovery do constant, real-time updates 24/7.
MS EXCHANGE SERVER	Microsoft	Message and Email services software	MS Exchange is the core messaging and email software support internal and external communications	IT Department	Real-time	Records and messages move, transmit and are stored both on demand and 24/7 with external interaction.
MIMECAST	Mimecast	Email and Content Filter and Archiving	Mimecast cloud services are a security and management layer that filters security, HR and content threats.	IT Department	Real-time	Mimecast layer is positioned between the public cloud and the District and synchronizes on demand and batches real-time.
ArcGIS	ESRI	Geo-spatial database	Database designed to display CAD, table based and file based data in a visual interface for engineering such as meter connections, valves and hydraulic	Engineering	Daily	Input from engineering, maintenance staff and development teams are quality inspected and entered into GIS for analysis

			models			
AUTOMAP	Autodesk	Civil and Engineering related CAD	Computer Aided Drafting software used to design assets such as pipelines, facilities and civil projects	Engineering	Daily	Engineers and drafting technicians create drawing based on specifications and work flow
CVWD.COM	Staff Maintained	Host flat information for public use	Agendas, Minutes, News and Information, Finance and Policy compliance, transparency	IT Department	Conditional	IT Department updates and maintains content required by regulations/policy, District Staff or elected officials by direction.
XC2	XC2 Software	Fire flow/Backflow	Backflow & Fire flow database, customer letters and compliance tracking	Engineering	Conditional	Engineering updates records as topics are added or changed

CVWD is unable to list additional systems as they are associated with security or sensitive water and waste water operations. Public safety and security prevents disclosure of details of these platforms.

Inquiries about additional information can submitted as a formal public information request or a simple correspondence via [customerservice@cvwd.com](mailto:customerservice@cvwd.com) or in writing in person at District office 2700 Foothill Blvd, La Crescenta, CA 91214 ATTN: Customer Service