BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

BCPUD   BOX 390 270 ELM ROAD BOLINAS CALIFORNIA 94924   415   868

1224

M E M O R A N D U M

TO: Board of Directors

FROM: Georgia Woods

RE: *Study & Information:* **Immediate and Longterm Software Needs**

DATE: February 23, 2024

CURRENT USAGE OF SOFTWARE IN THE DISTRICT
- District Computers have **Office 2013**:
    - Microsoft no longer supports Office 2013
    - It presents a security vulnerability
    - 2013 needs to be upgraded

- We have 6 licenses for **Microsoft 365 Business Basic** accounts, which:
    - Include 6 Outlook accounts (district email; managed by Exchange)
    - Include Web-based applications (including Office suite etc.)
    - Do <u>NOT</u> include desktop applications

- We only have **Free PDF software** (Firefox) which has very limited editing capacity

REQUIRED UPGRADE PLAN TO BE IMPLEMENTED IMMEDIATELY
- **We <u>NEED</u> to upgrade our existing Microsoft Business Basic accounts to Business Standard**
    - Business Standard will include:
        - All applications in Business Basic (Outlook, Word etc.)
        - Desktop versions of the applications (to upgrade our Office 2013)

- We need to reassign Microsoft 365 licenses, to ensure that:
    - Chief Operator has an email and a Microsoft 365 license

- Incoming General Manager (Georgia Woods) needs to upgrade Firefox to **Acrobat Pro**:
    - This will enable PDF editing that is central to basic administrative operations

EXPERIMENTAL PLAN TO BE TESTED IN THE NEAR FUTURE
- Purchase **Otter.ai Business** for a month and test its usability
    - This application can "attend" and generate transcripts of Zoom meetings
    - It can generate high level summaries, and action items
    - Incoming General Manager like to test its ability to generate Minutes for Regular Board Meeting

- Purchase **COPILOT upgrade for Microsoft** and test its usability
    - This application interfaces with Microsoft 365, acting as an "AI assistant"

- o Incoming General Manager would like to test its capability to streamline administrative tasks

LONG-TERM OPTION #1: *<u>LIMITED</u>* PLAN
- **RECOMMENDATION: all employees of BCPUD <u>should</u> have their own District email** (and Business Standard Accounts)
  - o This will enable:
    - Cloud-based management of water/sewer data in the field
    - Mobile correspondence to occur on a Microsoft Team's channel(s)
      - currently correspondence between district employees is via iMessage

- Recommendation: all 3 administrative personnel should have Acrobat Pro
  - o This promotes a collaborative work environment

- Depending on whether the 'experiments' with Otter.ai and/or Copilot work, Incoming General Manager may recommend at least one long-term license for the district

LONG-TERM OPTION #2: *<u>COMPREHENSIVE</u>* PLAN
- **TO CONSIDER: All 5 BCPUD Directors would have their own District email** (and Business Standard Accounts)
  - o **The additional annual cost to the district would be $750.00**

- Chief Operator would have Acrobat Pro license

- If the 'experiments' with Otter.ai and/or Copilot work well, and there is a need, Incoming General Manager would recommend all 3 administrative personnel have licenses

FISCAL IMPACT OF THE REQUIRED PLAN AND EXPERIMENTAL PLAN ON REMAINDER OF 2023/2024
- The Required Plan & Experimental Plan will be implemented within the next month(s) and impact the 2023/2024 budget
  - o This is estimated to cost $379.00 (see table)
  - o **It is likely prudent to estimate the immediate software upgrades needed in 2023/2024 at ~$500.00**
  - o Incoming General Manager will work with our IT consultant and the Administrative Assistant to determine whether there are old unused programs/vestigial licenses that can be scrapped to help off-set the cost of purchasing these upgrades, to minimize the hit on the 2023/2024 budget

BUDGETING FOR ONE OF THE LONG-TERM PLANS FOR THE FISCAL YEAR 2024/2025
- **RECOMMENDATION: A Long-Term Plan (Limited or Comprehensive) should be implemented in the 2024/2025 Fiscal Year**

- OPTION #1: Long-Term <u>Limited</u> Plan
  - o Estimated to cost $2, 279.76 (see table)
  - o **It is likely prudent to budget ~$3, 000.00 for the Long-Term <u>Limited</u> Plan in 2024/2025**

- OPTION #2: The Long-Term <u>Comprehensive</u> Plan
  - o Estimated to cost $4, 709.52 (see table)
  - o **It is likely prudent to budget ~$6, 000.00 for the Long-Term <u>Comprehensive</u> Plan in 2024/2025**

SOFTWARE UPGRADE PLANS			
BASIC SOFTWARE PROGRAMS			
Microsoft 365			
Current Plan: 3 administrators; 2 operational licenses; 1 Chief Operator **on Business BASIC** (6 licenses @ $6.00/mo.)	**Immediately Required Plan (2023/2024):** 3 administrators; 1 operational license; 1 Chief Operator on **Business STANDARD** (5 licenses @ $12.50/mo. for 4 mos.)	**Long-term Limited Plan (2024/2025):** 3 administrators; 1 operational license; 1 Chief Operator; 3 Field Operators on **Business STANDARD** (8 licenses @ $12.50/mo.)	**Longterm Comprehensive Plan (2024/2025):** 3 administrators; 1 operational license; 1 Chief Operator; 3 Field Operators; 5 Directors on **Business STANDARD** (13 licenses @ $12.50/mo.)
YEARLY COSTS: $432.00	$250.00	$1,200.00	$1,950.00
Adobe Acrobat PRO			
Current Plan:	**Immediately Required Plan (2023/2024):** 1 General Manager (1 license @ $19.99/mo. for 4 mo.)	**Long-term Limited Plan (2024/2025):** 1 General Manager, 1 Administrative Assistant (2 licenses @ $19.99/mo.)	**Long-term Comprehensive Plan (2024/2025):** 3 administrators; 1 Chief Operator (4 licenses @ $12.50/mo.)
YEARLY COSTS: $0.00	$79.96	$479.76	$959.52
TOTAL YEARLY COST (Basic) $432.00	$329.96	$1,679.76	$2,909.52
EXPERIMENTAL SOFTWARE PROGRAMS			
Copilot Ad-On for Microsoft 365			
Current Plan:	***EXPERMENTAL* Phase (2023/2024):** 1 General Manager (1 license @ $30.00/mo. for 1 mo.)	**Long-term Limited Plan (2024/2025):** 1 administrator (1 license @ $30.00/mo.)	**Long-term Comprehensive Plan (2024/2025):** 3 administrators (3 licenses @ $30.00/mo.)
YEARLY COSTS: $0.00	$30.00	$360.00	$1,080.00
Otter.ai *Business* (This is a Note Transcribing Application)			
Current Plan:	***EXPERMENTAL* Phase (2023/2024):** 1 General Manager (1 license @ $20.00/mo. for 1 mo.)	**Long-term Limited Plan (2024/2025):** 1 General Manager (1 license @ $20.00/mo.)	**Long-term Comprehensive Plan (2024/2025):** 3 administrators (3 licenses @ $20.00/mo.)
YEARLY COSTS: $0.00	$20.00	$240.00	$720.00
TOTAL YEARLY COST (Experimental) $0.00	$50.00	$600.00	$1,800.00
TOTAL YEARLY COST (Basic + Experimental) $432.00	$379.96	$2,279.76	$4,709.52

DOC. PREP. BY: Georgia Woods