

Agency **Bay Area Water Supply & Conservation Agency**
 155 Bovet Road, Suite #650
 San Mateo, CA 94402

Phone: 650-349-3000

Est. and Updated: August 1, 2018

Enterprise System Catalog:

Vendor and Product:	Microsoft Excel
System Purpose:	Water Conservation Program Data Tracking
Categories/Types of Data:	Agency Name, Water User Name, Address, Contact Information
Dept./Primary Custodian:	Water Resources
Frequency of Collection:	As needed
Frequency of Update:	As needed

Vendor and Product:	ConserveTrack System
System Purpose:	Customer Rebate Applications
Categories/Types of Data:	Customer Account and Rebate Application Data
Dept./Primary Custodian:	Water Resources
Frequency of Collection:	Daily
Frequency of Update:	Daily

Vendor and Product:	Water Smart Software
System Purpose:	Customer Water Use Reports
Categories/Types of Data:	Customer Water Use and Account Data
Dept./Primary Custodian:	Water Resources
Frequency of Collection:	Daily
Frequency of Update:	Daily

Vendor and Product:	City of Redwood City / Rebate Center
System Purpose:	Customer Rebate Applications
Categories/Types of Data:	Customer Rebate Applications
Dept./Primary Custodian:	Water Resources
Frequency of Collection:	Daily
Frequency of Update:	Daily

Vendor and Product:	City of Redwood City / Water Conservation Database (WCDB)
System Purpose:	Member Agency Water Supply & Conservation Data
Categories/Types of Data:	Member Agency Water Use, Demographic and Conservation Data
Dept./Primary Custodian:	Water Resources
Frequency of Collection:	Monthly
Frequency of Update:	Monthly

Vendor and Product:	Intuit Quickbooks
System Purpose:	Agency Accounting
Categories/Types of Data:	Accounts Payables and Accounts Receivables
Dept./Primary Custodian:	Office Management
Frequency of Collection:	Daily
Frequency of Update:	Daily

Vendor and Product:	SouthTech Systems, Inc. eDisclosure
System Purpose:	FPPC Form 700 Compliance
Categories/Types of Data:	Employee and Board of Directors Conflict of Interest Data
Dept./Primary Custodian:	Assistant to the CEO/General Manager
Frequency of Collection:	Annual
Frequency of Update:	Annual