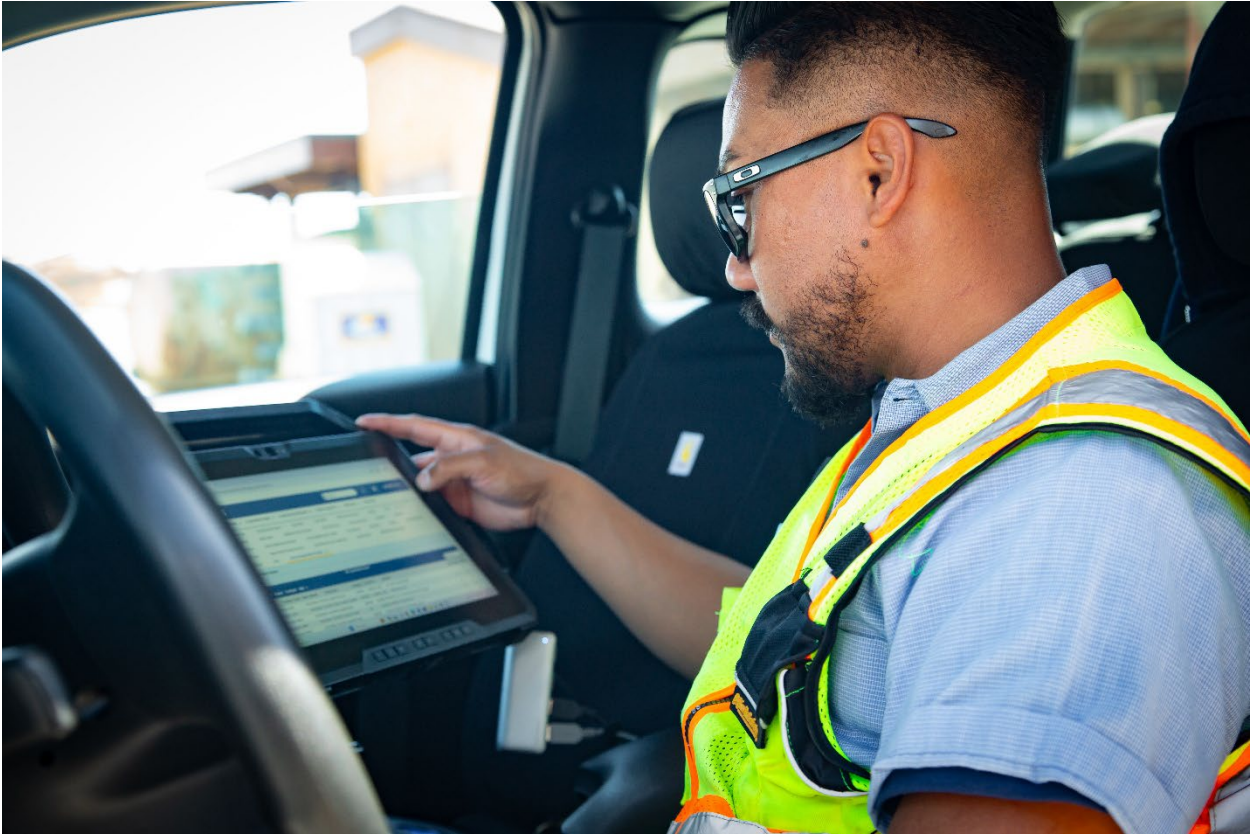


# Marina Coast Water District

SB 272 Enterprise System Catalog

Last Updated: May 28, 2026



## Contents

- Overview ..... 2
- Security and System Protection Notice ..... 2
- Public Records Note ..... 2
- Annual Review ..... 3
- References ..... 3
- Enterprise System Catalog ..... 4

## Overview

Senate Bill 272 requires California local agencies, except local educational agencies, to create a catalog of enterprise systems, make the catalog publicly available upon request, and post the catalog in a prominent location on the agency's website if the agency has a website (California Legislature, 2015, § 2, Gov. Code § 6270.5(a)).

For purposes of SB 272, an enterprise system is generally a software application or computer system that collects, stores, exchanges, and analyzes agency information and is both a multi-departmental system or a system containing information collected about the public, and a system of record (California Legislature, 2015, § 2, Gov. Code § 6270.5(c)(1)). A system of record is a system that serves as an original source of data within an agency (California Legislature, 2015, § 2, Gov. Code § 6270.5(c)(2)).

This catalog identifies qualifying enterprise systems used by Marina Coast Water District for District business operations, public service delivery, utility operations, records management, finance, customer service, engineering, geographic information systems, compliance, and public communication.

This catalog is provided for public transparency and does not provide direct access to records stored within each system. Requests for District records should be submitted through the District's regular public records request process.

## Security and System Protection Notice

This Enterprise System Catalog is intended to identify qualifying enterprise systems under SB 272. The catalog does not include information technology security systems, cybersecurity tools, endpoint protection platforms, firewalls, vulnerability management tools, remote access tools, remote support tools, mobile device management systems, or other systems used primarily to protect, administer, monitor, or support District networks, devices, data, and infrastructure.

The catalog also does not separately list underlying database engines, server platforms, file transfer utilities, operating systems, network infrastructure, storage systems, backup systems, or other infrastructure components that support listed enterprise systems but are not themselves used as public-facing or departmental systems of record.

SB 272 excludes information technology security systems, physical access control systems, employee identification management systems, video monitoring systems, infrastructure and mechanical control systems, emergency service systems, systems restricted from disclosure, and the specific records collected, stored, exchanged, or analyzed by an information technology system (California Legislature, 2015, § 2, Gov. Code § 6270.5(c)(3)(A)–(F)).

The District does not publish system details that could compromise the security, integrity, confidentiality, or operation of District information technology systems. SB 272 also recognizes the need to protect the security of enterprise systems where released information could result in negative consequences (California Legislature, 2015, §§ 3–4).

## Public Records Note

This catalog does not change the District's public records request process. SB 272 states that the enterprise system catalog should not be interpreted to limit a person's right to inspect public records and does not permit public access to records otherwise restricted by statute or alter the process for requesting public records (California Legislature, 2015, § 2, Gov. Code § 6270.5(b), (d)). This catalog

identifies enterprise systems used by the District but does not provide direct access to records stored in those systems.

## Annual Review

This catalog should be reviewed and updated annually, or more frequently if the District adds, removes, or substantially changes enterprise systems. SB 272 requires local agencies to complete and post the catalog and update it annually (California Legislature, 2015, § 2, Gov. Code § 6270.5(f)).

## References

California Legislature. (2015). *SB-272 The California Public Records Act: local agencies: inventory*. *California Legislative Information*.  
[https://leginfo.ca.gov/faces/billNavClient.xhtml?bill\\_id=201520160SB272](https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB272)

# Enterprise System Catalog

SB 272 requires the catalog to disclose each enterprise system's current vendor, current product, system purpose, general categories or types of data, primary custodian department, data collection frequency, and data update frequency (California Legislature, 2015, § 2, Gov. Code § 6270.5(a)(1)-(7)).

#	System	Vendor	Product	System Purpose	Categories / Types of Data	Primary Custodian	Data Collected	Data Updated
1	ArcGIS Enterprise / Esri GIS Platform	Esri	ArcGIS Enterprise, ArcGIS Online, ArcGIS Pro, and related Esri products licensed under the Esri Small Utility Enterprise Agreement, or SUEA	Geographic information system platform used to manage, publish, edit, analyze, and share District spatial data, maps, layers, applications, and utility infrastructure information.	GIS layers, utility asset locations, service areas, parcel/location data, boundaries, infrastructure data, operational maps, web maps, map services, field collection data, dashboards, applications, and related spatial records.	Engineering / GIS / IT	As needed, based on field updates, projects, GIS edits, operational data sources, and application updates.	As needed, based on project updates, asset updates, field edits, data corrections, map publishing, and operational needs.
2	Cityworks	Trimble	Cityworks	GIS-centric asset management and work management system used to manage utility assets, work orders, inspections, service requests, and maintenance activities.	Asset records, work orders, service requests, inspections, maintenance history, labor/equipment/material entries, customer-related service information, and operational notes.	Operations & Maintenance / Engineering / IT	Daily or as work is created, assigned, completed, or inspected.	Daily or as work orders, assets, inspections, and service requests are updated.
3	Springbrook	Springbrook Software	Springbrook / Utility Billing / Finance	Financial, utility billing, customer account, and administrative system used for billing, accounts,	Customer accounts, utility billing records, meter information, payments, invoices, vendors, general ledger, accounts payable, accounts	Administrative Services / Finance /	Daily or as transactions, billing activity, payments, account	Daily or as customer, billing, payment, vendor, budget,

#	System	Vendor	Product	System Purpose	Categories / Types of Data	Primary Custodian	Data Collected	Data Updated
				payments, finance, and related government operations.	receivable, budgeting, payroll/HR records if used, and financial reporting data.	Customer Service	updates, and financial entries occur.	and financial records are processed.
4	POSM CCTV Software	POSM Software	POSM	CCTV inspection management software used to collect and manage sewer, storm drain, manhole, well, and pipeline inspection data.	CCTV inspection records, pipeline inspection videos/photos, defect observations, condition ratings, inspection dates, asset IDs, location references, and related maintenance notes.	Operations & Maintenance / Engineering	As inspections are performed.	As inspection records are imported, reviewed, corrected, or linked to asset records.
5	SwiftComply	SwiftComply	SwiftComply	Compliance management system used for utility compliance programs such as backflow, cross-connection control, FOG, pretreatment, stormwater, or related regulatory tracking, depending on District use.	Backflow assembly records, tester information, test reports, compliance status, customer/site information, notices, due dates, program records, and compliance tracking data.	Operations & Maintenance	As compliance records, test reports, customer records, and notices are submitted or processed.	As test reports, compliance statuses, customer/site records, and program actions are updated.
6	Rio	Aquatic Informatics	Rio	Water compliance and operations software used to manage drinking water and wastewater operational and compliance workflows.	Water quality data, lab/process data, field readings, compliance records, operational logs, reporting data, sampling information, and related water/wastewater records.	Operations & Maintenance	Daily, scheduled, or as samples, field readings, lab results, and operational	Daily or as compliance, operations, sampling, and reporting data are reviewed or updated.

#	System	Vendor	Product	System Purpose	Categories / Types of Data	Primary Custodian	Data Collected	Data Updated
							records are entered.	
7	DocuSign	DocuSign	DocuSign eSignature / Agreement Management	Electronic signature and agreement routing system used to send, sign, track, and manage documents requiring signatures.	Agreements, forms, signature envelopes, signer information, routing history, audit trail information, timestamps, and completed signed documents.	Administration / Clerk of the Board / Department using the document	As documents are sent for signature or completed.	As envelopes are routed, signed, declined, voided, completed, or archived.
8	Microsoft 365 / Office 365, including Teams	Microsoft	Microsoft 365 / Office 365 / Teams	District productivity, email, collaboration, meeting, and document management platform used for email, calendars, documents, spreadsheets, presentations, Teams collaboration, SharePoint/OneDrive storage, and internal/external communication.	Emails, calendars, documents, spreadsheets, presentations, Teams chats/channels/meetings/files, OneDrive/SharePoint files, reports, correspondence, administrative records, and working files.	Department creating or maintaining the record / IT for system administration	Daily or continuously as users create, send, receive, edit, meet, chat, or store information.	Daily or continuously as records, files, messages, meetings, and collaboration content are created, modified, shared, retained, or deleted under District policy.
9	Autodesk Architecture, Engineering & Construction Collection	Autodesk	Architecture, Engineering & Construction Collection, Government Single-User Annual Subscription	Design, drafting, engineering, and construction documentation software used to create, review, edit, and manage District CAD, design,	CAD drawings, engineering plans, design files, utility infrastructure drawings, project documentation, construction files, maps/exhibits, as-built drawings, design markups, and related technical records.	Engineering / IT for license administration	As engineering, planning, design, construction, or infrastructure files are	As drawings, project files, as-builts, exhibits, and design documents are revised or finalized.

#	System	Vendor	Product	System Purpose	Categories / Types of Data	Primary Custodian	Data Collected	Data Updated
				infrastructure, and project-related files.			created or modified.	
10	HarmonyCore / Harmony	Master Meter	HarmonyCore / Harmony Meter Data Management	Meter data management system used to collect, manage, review, and export water meter reading data from Master Meter AMI/AMR systems for billing, conservation, customer service, and operational review.	Meter reads, AMI/AMR device data, meter serial numbers, endpoint information, customer/account references, service locations, consumption data, leak/tamper/reverse-flow alerts, read exceptions, meter routes, billing files, and water-use analytics.	Customer Service / IT	Daily, scheduled, or as meter reads and AMI/AMR data are collected, imported, reviewed, or exported.	Daily or as meter reads, account/meter records, exceptions, alerts, billing files, and consumption records are processed or corrected.
11	Laserfiche	Laserfiche	Laserfiche Enterprise Content Management / Document Management	Enterprise content management and document management system used to store, organize, retrieve, route, and manage District records and documents.	Scanned documents, PDFs, correspondence, forms, contracts, agreements, permits, invoices, administrative records, customer-related records if stored, project records, metadata, workflow history, retention-related information, and document audit records.	Administration / Clerk of the Board / Department owning the record / IT for system administration	As documents are scanned, uploaded, imported, routed, filed, or created.	As documents are indexed, revised, routed, approved, archived, retained, or deleted under District policy.
12	Constant Contact	Constant Contact	Constant Contact Email & Digital Marketing Platform	Email marketing and public communication platform used to create, send, track, and manage District newsletters, notices, public outreach campaigns, event announcements, and	Subscriber/contact lists, names, email addresses, phone numbers if SMS is used, mailing lists, campaign content, email templates, delivery records, open/click metrics, bounce/unsubscribe records, event registration data if used, and communication history.	Administration / Public Outreach / Clerk of the Board / Department sending communications / IT for account administration	As subscribers are added, imported, updated, removed, or as campaigns and notices	As contact lists, subscription preferences, campaigns, templates, delivery reports, unsubscribe records, and

#	System	Vendor	Product	System Purpose	Categories / Types of Data	Primary Custodian	Data Collected	Data Updated
				subscriber communications.			are created and sent.	engagement metrics are updated.