

# Staff Report

**TO:** Board of Directors

**FROM:** Sandra Dunlap, Director of Finance  
John Ortiz, Information Technology Administrator

**DATE:** February 26, 2025

**SUBJECT:** Tyler MUNIS ERP Project #2295 Contract Amendment

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## ***ADMINISTRATION***

### **RECOMMENDATION:**

Adopt a Resolution:

1. Approving an amendment to the FY 2025 Capital Budget in the amount of \$69,348
2. Approving contract amendment in the amount of \$69,348
3. Authorizing the General Manager to execute the necessary documents

### **BACKGROUND:**

On August 28, 2024, the board approved resolution 2024-32, relaunching "Tyler ERP & CMMS Project Implementation", assigned project number #2295. This approval authorized \$1,783,433, over three years, for the design, development, implementation and replacement of both NID's legacy Financial Management System, Pentamation, and its Computerized Maintenance Management System (CMMS), Lucity.

The implementation commenced in October 2024 with Phase 1 – Financials. Our first big milestone was creating the chart of accounts and building it in the Tyler ERP environment which was completed on January 17, 2025.

During the relaunch it was discovered that the scanning equipment for inventory was not included in the contract. We are requesting an amendment to purchase the scanning equipment so that manual data entry does not have to be done for all warehouse transactions. The scanning equipment and installation is an additional \$4,170. This equipment will allow staff to be more efficient and have less room for data entry errors.

In addition, during the relaunch a subcontractor of Tyler ERP, KOA Hills, was introduced to the District. KOA Hills is a firm that specializes in data conversions. Given the accelerated timeline for this project, staff recommend a contract amendment in the amount of \$65,178 to utilize KOA Hills' services for both Finance and HRM data conversions. KOA Hills has been completing data conversions with Tyler ERP for over 5 years and is familiar with our legacy system Central Square. Their expertise in both Tyler ERP and Central Square will help make this implementation successful and meet our timeline.

The overall Tyler relaunch project will span over three years shown in the detail below. This contract amendment will increase the total cost to \$1,852,781.

### **BUDGETARY IMPACT:**

The current year project budget for Tyler ERP Implementation is \$740,200 and we are now requesting a budget amendment to increase the total budget to \$809,548. This amendment is an increase to the Internal Services Fund 70 Budget in the total amount of \$69,348.

Attachments (1):

- Resolution 2025-16 - Authorizing Amendment of the 2025 Annual Budget and approving a contract amendment



## RESOLUTION NO. 2025-16

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

### **AUTHORIZING AN AMENDMENT TO THE TYLER MUNIS ERP CONTRACT AND 2025 CIP BUDGET AMENDMENT**

**WHEREAS**, the Nevada Irrigation District (District) budget for the 2025 fiscal year reflects resources to meet the essential needs of the District and the District's customers; and

**WHEREAS**, the Board of Directors adopted the 2025 Annual Operating and CIP Budget on October 9, 2024; and

**WHEREAS**, the Board of Directors approved a new contract with Tyler Munis ERP on August 28, 2024; and

**WHEREAS**, the Tyler ERP project #2295 is currently included in the adopted CIP budget for FY2025 in the amount of \$740,200; and

**WHEREAS**, it has been requested to add \$69,348 to the project budget for FY2025 to cover the costs of Inventory scanners and data conversion costs; and

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of Nevada Irrigation District as follows:

1. Approve the CIP budget amendment in fund 70 in the amount of \$69,348, bringing the total FY2025 project budget to \$809,548, covering the added cost of inventory scanners and data conversion support
2. Approve contract amendment in the amount of \$69,348
3. Authorize the General Manager or her designee to execute the appropriate documents

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**PASSED AND ADOPTED** by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 26<sup>th</sup> day of February 2025, by the following vote:

|                  |            |
|------------------|------------|
| <b>AYES:</b>     | Directors: |
| <b>NOES:</b>     | Directors: |
| <b>ABSENT:</b>   | Directors: |
| <b>ABSTAINS:</b> | Directors: |

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President of the Board of Directors

**Attest:**

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Secretary to the Board of Directors