MEMO

**Consent
Item #: 4**

Meeting Date: July 21, 2023

To: Board of Directors
From: Senior Engineer, David Ramirez
Approved by: General Manager, Felipe Melchor

Subject: Regulatory Compliance and Process Management Software

RECOMMENDATION: That the Board authorizes the General Manager to enter into an agreement with Mapistry to provide a Regulatory Compliance and Process Management Software resource solution for ReGen's business operations.

BACKGROUND

ReGen Monterey has been issued a variety of business approvals and permits and is home to various solid waste management processes associated with various regulatory agencies and different regulations. Each process needs to be operated under their own set of permit conditions and regulations. Each permit and regulation has its own set of monitoring, data collection, retention, compliance parameters, and reporting requirements. Historically, staff's monitoring and methods for collecting relevant data have been primarily manual processes and more recently have evolved to include a combination of paper forms such as daily or field logs, Excel documents, and automated digital monitoring. Each system has been born out of individual operation necessity and has been tailored to the specific operation and regulation that it is meant to address. Like the various data collection methods, the data records reside in various places throughout the site and are monitored by their respective staff and managers.

A challenge with the various methods, data types and various locations that the data is stored is that data analytics, reporting and real time awareness of or responses to the data can be cumbersome. As a result, ReGen staff has confirmed the need for an enterprise-wide resource tool to support ReGen's business compliance activities and has pursued the evaluation and selection of a cloud based Compliance Management Software package that would standardize data collection, display schedules and status, and make data visible and actionable in real time to appropriate ReGen staff involved in that business operation.

Physical Address
14201 Del Monte Blvd.
Salinas, CA 93908

Mailing Address
P.O. Box 1670
Marina, CA 93933

Phone / Fax
831-384-5313 PHONE
831-384-3567 FAX

Web / Social
ReGenMonterey.org
@ReGenMonterey

Let's not waste this.

ReGen Monterey is the public name of Monterey Regional Waste Management District.

DISCUSSION

ReGen Monterey evaluated several compliance and process tracking software solutions. After an initial review of several solutions, ReGen conducted detailed reviews of solutions called Mapistry and Intelex (used by ReGen for safety purposes). While both systems had their strengths, Mapistry's compliance software solution fit the needs and goals that ReGen has for its business operations compliance activities.

A simple evaluation matrix that compares Mapistry and Intelex based on key criteria is shown on the left. The matrix indicates that Mapistry outperforms Intelex across many key categories. The matrix shows that Mapistry offers a knowledgeable staff who sets up the programs and assists with user questions. They have an unlimited user and unlimited permit approach which means ReGen can have as many staff on the platform as needed at no additional cost. ReGen can also add permits or processes to the system as needed. In addition, the solution has a task management capability that gives users the ability to assign tasks to other members of the team from anywhere on the platform.

Compliance System Evaluation Matrix
7/7/2023

	Intelex	Mapitstry
	Intelex.com	Mapistry.com
1 Calendar	1	1
2 Forms/Inspections	1	1
3 Analytics (graphs, visualization)	1	1
4 Task Creation	1	2
5 Assign Responsibility	1	2
6 Mobile Application	1	1
7 Set up by an Environmental Team	0	1
8 Task Escalation	1	1
9 Unlimited Users	0	1
10 Automated Status Reporting	1	1
12 GIS Map integration	1	2
13 Knowledge of Implementation Team	0	1
14 Customer Service	1	2
15 Non-modular	0	1
16 Based in USA	0	1
17 Focus on compliance	1	2
18 Cost	2	1
Total Points	13	22

Points:
 0 = Does not have
 1 = Has feature
 2 = Has feature and is better than competitor

The Mapistry system also has Geotagging which can integrate with the site's drone imagery and topography system, enabling users to identify issues and mark where the issue is located on current aerial drone imagery. This is something that was not available in other systems and is considered a big step in our site's process modernization.

Mapistry's cloud-based platform and mobile App gives the user visibility into their environmental, safety, and business operations to effectively oversee risk and guide good decision processes. It will assist ReGen to:

- Drive accountability and visibility across teams
- Provide mobile access to inspections, tasks, and documentation
- Spot trends, identify and act on problems instantly
- Receive notifications and avoid surprises with triggered alerts via email and in-App

FINANCIAL IMPACT

The initial setup costs for Mapistry is $24,824, with an annual recurring cost of $24,998. Therefore, the total costs for the first year would be $49,822. Subsequent years would incur an annual cost of $24,824 (with relatively minor periodic cost adjustments for inflationary reasons from time to time).

CONCLUSION
Staff recommends that the Board authorize the General Manager to execute an agreement with Mapistry in the amount of $49,822 for FY 2023/24 to provide their compliance management software resource tool for use by, and support of, ReGen's business operations regulatory compliance needs.