

ADDRESS **Las Gallinas Valley Sanitary District**

101 Lucas Valley Road, Suite 300
San Rafael, CA 94903

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Enterprise System Catalog:

JULY 24 2025

VENDOR AND PRODUCT: **Microsoft, Office Suite**
SYSTEM PURPOSE: Creating Documents, spreadsheets, agendas
CATEGORIES/TYPES OF DATA: Board agendas, Lateral Assistance Applicants, Lateral improvement information
DEPT./PRIMARY CUSTODIAN: All Departments
FREQUENCY OF COLLECTION: As needed
FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Excel**
SYSTEM PURPOSE: Lateral Repair/Replacement Tracking
CATEGORIES/TYPES OF DATA: Names, Contact Information
DEPT./PRIMARY CUSTODIAN: Collections
FREQUENCY OF COLLECTION: As needed
FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Excel**
SYSTEM PURPOSE: Tracking Loan Applicants
CATEGORIES/TYPES OF DATA: Names, Contact Information, Application status, funding amount
DEPT./PRIMARY CUSTODIAN: Collections, Administration
FREQUENCY OF COLLECTION: As needed
FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Intuit Software, Quickbooks**
SYSTEM PURPOSE: Accounting
CATEGORIES/TYPES OF DATA: Names, Contact information
DEPT./PRIMARY CUSTODIAN: Administration
FREQUENCY OF COLLECTION: As needed
FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Caselle, Caselle Connect**
SYSTEM PURPOSE: Accounting
CATEGORIES/TYPES OF DATA: Names, Contact Information
DEPT./PRIMARY CUSTODIAN: Admin
FREQUENCY OF COLLECTION: Every day
FREQUENCY OF UPDATE: Every day
