



**WEST VALLEY WATER DISTRICT  
855 W. BASE LINE ROAD, RIALTO, CA 92376  
PH: (909) 875-1804  
WWW.WVWD.ORG**

**SAFETY AND TECHNOLOGY COMMITTEE MEETING  
AGENDA**

**Monday, August 4, 2025, 5:00 PM**

NOTICE IS HEREBY GIVEN that West Valley Water District has called a meeting of the Safety and Technology Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

**BOARD OF DIRECTORS**

**Vice President Daniel Jenkins  
Director Kelvin Moore**

**Members of the public may attend the meeting in person at 855 W. Base Line Road, Rialto, CA 92376, or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may be submitted via Zoom, by telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790, or via email to [administration@wvwd.org](mailto:administration@wvwd.org).**

**If you require additional assistance, please contact [administration@wvwd.org](mailto:administration@wvwd.org).**

## **CALL TO ORDER**

## **PUBLIC PARTICIPATION**

Any person wishing to speak to the Board of Directors on matters listed or not listed on the agenda, within its jurisdiction, is asked to complete a Speaker Card and submit it to the Board Secretary, if you are attending in person. For anyone joining on Zoom, please wait for the Board President's instruction to indicate that you would like to speak. Each speaker is limited to three (3) minutes. Under the State of California Brown Act, the Board of Directors is prohibited from discussing or taking action on any item not listed on the posted agenda. Comments related to noticed Public Hearing(s) and Business Matters will be heard during the occurrence of the item.

Public communication is the time for anyone to address the Board on any agenda item or anything under the jurisdiction of the District. Also, please remember that no disruptions from the crowd will be tolerated. If someone disrupts the meeting, they will be removed.

## **DISCUSSION ITEMS**

1. Updates to the Safety and Technology Committee
2. July 7, 2025 Meeting Minutes
3. Approve a Three (3) Year Office 365 Licensing Agreement with Microsoft

## **ADJOURN**

### **Please Note:**

Material related to an item on this Agenda submitted to the Committee after distribution of the agenda packet are available for public inspection in the District's office located at 855 W. Baseline, Rialto, during normal business hours. Also, such documents are available on the District's website at [www.wvwd.org](http://www.wvwd.org) subject to staff's ability to post the documents before the meeting.

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in the above-agendized public meeting should be directed to the Board Secretary, Elvia Dominguez, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Dominguez may be contacted by telephone at (909) 875-1804 ext. 703, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.

## **DECLARATION OF POSTING:**

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Agenda at the District Offices on July 30, 2025.

*Elvia Dominguez*

Elvia Dominguez, Board Secretary

**MINUTES**  
**SAFETY AND TECHNOLOGY COMMITTEE MEETING**  
**of the**  
**WEST VALLEY WATER DISTRICT**  
**July 7, 2025**

**I. CALL TO ORDER**

Chair Jenkins called the meeting to order at 5:00 p.m.

<b>Attendee Name</b>	<b>Present</b>	<b>Absent</b>	<b>Late</b>	<b>Arrived</b>
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dan Jenkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jon Stephenson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Albert Clinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**II. PUBLIC PARTICIPATION**

Chair Jenkins inquired if anyone from the public would like to speak. No requests were received, therefore Chair Jenkins closed the public comment period.

**III. DISCUSSION ITEMS**

**1. Updates to the Safety and Technology Committee.**

Director of Technical Services Stephenson reported that iPaySmart has gone live, the website has been updated with the new online payment links, and staff continues to work with the vendor to address any concerns that may arise; the developer for the Intranet continues to work on resolving the configuration issues to enable Single Sign-On (SSO) so user profiles were manually created for the executive staff to review the content before user profiles will be created for staff.

Mr. Stephenson also provided an update on physical security and reported that staff scheduled site walks with several installers to consolidate the burglar alarm system and access control system into the security camera system and add security cameras to 11 remote sites. Staff is also working on completing assessments for each site to evaluate the existing physical security measures, pending enhancements, recommended enhancements that are not currently pending, and fire risk/resiliency. Due to the retirement of the Chief Water System Operator – Production, however, this is expected to take some time to complete.

WVWD

Minutes: 7/7/25

Mr. Stephenson reported that all additional documentation requests from CalOES for the State & Local Cybersecurity Grant Program (SLCGP) have been submitted and the SCADA Master Plan consultant has completed gathering the needed documentation and has completed the initial radio frequency study. Site visits will be conducted next to confirm the documentation and gather any missing information.

Additional updates were provided on Fiber internet at Roemer which has an updated completion date of early August due to a delay in Spectrum obtaining a permit from AT&T; and staff has been discussing how to use artificial intelligence (AI) at the District and will be looking into training and implementation.

General Manager Thiel reported that staff is working with the County to discuss the installation of heli-hydrants for fighting wild fires – sites where helicopters can refill their water tanks, and a follow-up meeting has been scheduled.

## 2. June 2, 2025 Meeting Minutes

The Committee approved the minutes.

## IV. ADJOURN

Chair Jenkins adjourned the meeting at 5:28 p.m.

## ATTEST:

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**Elvia Dominguez, Board Secretary**

Minutes were approved on \_\_\_\_\_ by the Safety and Technology Committee of the West Valley Water District.

WVWD

Minutes: 7/7/25



## STAFF REPORT

**DATE:** August 4, 2025  
**TO:** Safety and Technology Committee  
**FROM:** Jon Stephenson, Director of Technical Services  
**SUBJECT:** Approve a Three (3) Year Office 365 Licensing Agreement with Microsoft

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### **STRATEGIC GOAL:**

Strategic Goal 5 – Apply Sound Planning, Innovation, and Best Practices

A. Increase Operational Efficiency, Resiliency, and Reliability

### **MEETING HISTORY:**

N/A

### **BACKGROUND:**

West Valley Water District, (“District”), maintains Office 365 product license subscriptions to meet its business needs. The licenses provide staff with access to email, a variety of Office desktop applications, collaboration tools, and a variety of administrative management and security tools. The District purchases the Office 365 licenses at discounted prices by piggybacking on a contract that was negotiated between the County of Riverside and Microsoft. The purchase is made through CDW-G, which is an authorized Microsoft reseller as well as a leading multi-brand provider of information technology solutions to government agencies.

### **DISCUSSION:**

Licensing plans which include G5 licenses require three (3) year commitments. The current three (3) year agreement expires on August 31, 2025. CDW-G provided a quote, (see **Attachment A**), for the next three (3) year term at an annual cost of \$57,650.75. The renewal agreement documentation from Microsoft will not be available until the first week of August and is therefore, not included with this staff report. It will also be presented once it is available.

### **FISCAL IMPACT:**

Funding for the Office 365 licensing is included in GL Account 100-5640-540-5604 Repair & Maintenance / Contracts And Licensing. The annual cost for the current licensing volumes is \$57,650.75.

### **REQUESTED ACTION:**

Forward a recommendation to the Board of Directors to approve the 3 year Office 365 licensing agreement with Microsoft.

**Attachments**

[Attachment A - Microsoft Licensing Quote.pdf](#)

# ATTACHMENT A

## 3-YEAR MICROSOFT ENTERPRISE LICENSING AGREEMENT QUOTE FROM CDW-G



Thank you for choosing CDW. We have received your quote.

Hardware      Software      Services      IT Solutions      Brands      Research Hub

# QUOTE CONFIRMATION

ALBERT CLINGER,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PNGK841	7/29/2025	MS EA YEAR 1 - 2025-26	8652428	\$57,650.75

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Microsoft O365 G5 GCC Subscription License Per User</a> Mfg. Part#: T2N-00001-12-SLG Electronic distribution - NO MEDIA Contract: County of Riverside - ITARC-00933 (ITARC-00933)	135	4613210	\$416.33	\$56,204.55
<a href="#">MS EA PROJECT P3 GCC P USER</a> Mfg. Part#: 7MS-00001-12-SLG Electronic distribution - NO MEDIA Contract: County of Riverside - ITARC-00933 (ITARC-00933)	2	4381361	\$279.38	\$558.76
<a href="#">Microsoft Flow - subscription license - 1 user</a> Mfg. Part#: SFR-00001-12-SLG Electronic distribution - NO MEDIA Contract: County of Riverside - ITARC-00933 (ITARC-00933)	2	5796377	\$164.34	\$328.68
<a href="#">MS EA VISIO P2 GCC P USER</a> Mfg. Part#: P3U-00001-12-SLG Electronic distribution - NO MEDIA Contract: County of Riverside - ITARC-00933 (ITARC-00933)	4	3576069	\$139.69	\$558.76

SUBTOTAL		\$57,650.75
SHIPPING		\$0.00
SALES TAX		\$0.00
GRAND TOTAL		\$57,650.75

PURCHASER BILLING INFO	DELIVER TO
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**Billing Address:**

WEST VALLEY WATER DISTRICT  
ACCOUNTS PAYABLE  
855 W BASE LINE RD  
RIALTO, CA 92376-3103  
**Phone:** (909) 875-1322

**Payment Terms:** Net 30 Days-Govt State/Local

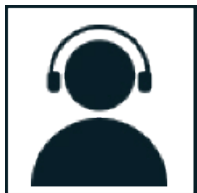
**Shipping Address:**

WEST VALLEY WATER DISTRICT  
855 W BASE LINE RD  
RIALTO, CA 92376-3103  
**Phone:** (909) 875-1322

**Shipping Method:** ELECTRONIC DISTRIBUTION

**Please remit payments to:**

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

**Sales Contact Info**

**Jay Moore (State and Local Government)** | (877) 685-2961 |  
[jay.moore@cdwg.com](mailto:jay.moore@cdwg.com)

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<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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