



**WEST VALLEY WATER DISTRICT
855 W. Base Line Road Rialto, CA**

**SAFETY AND TECHNOLOGY MEETING
AGENDA**

TUESDAY, JULY 17, 2018 - 6:00 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.

I. CALL TO ORDER

II. PUBLIC PARTICIPATION

The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.

III. DISCUSSION ITEMS

1. Consider the Approval of the Cell Phone Standardization Project.
2. Progress Update on Items Discussed at the Previous Safety and Technology Committee Meeting.

IV. ADJOURN

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Safety and Technology Committee Agenda at the District Offices on July 12, 2018.

A handwritten signature in blue ink that reads "Crystal L. Escalera".

Crystal L. Escalera, Board Secretary



**BOARD OF DIRECTORS
SAFETY AND TECHNOLOGY COMMITTEE
STAFF REPORT**

DATE: July 17, 2018
TO: Safety and Technology Committee
FROM: Clarence Mansell Jr., Interim General Manager
SUBJECT: CONSIDER THE APPROVAL OF THE CELL PHONE STANDARDIZATION PROJECT

BACKGROUND:

Cell phones are assigned to all District field staff and selected office staff. Historically, the District has allowed staff some discretion in choosing which smart phones they preferred to use. This has required I.T. staff to be able to provide support for a wide variety of phones for both the iOS and Android operating systems. The Committee directed staff to evaluate a project to upgrade all cell phone plans, and to standardize all District cell phones to Android based operating systems, with the Samsung Galaxy S9, Galaxy S9+, and the Note 8 as the ideal level of technology.

DISCUSSION:

The District has 56 cell phones and anticipates adding 6 more, (5 are for positions that have not yet been filled, so the orders for those will be delayed). In the past couple of months, 6 were upgraded to the recommended standard, so 51 will be included in this bulk order.

Staff met with the Government Account Manager at Verizon Wireless to discuss bulk pricing and other discount options for the project. About 17 plans could be subject to early termination fees of about \$2,665. Staff has submitted a request to have those fees waived. The Government Account Manager anticipates that some of the fees will be waived, but is not able to make a final determination until the order is submitted. To help offset the costs of this project, the existing inventory of cell phones will be turned in.

The discounted pricing for the various models are:

	Samsung Phone Pricing		
	S9	S9+	Note8
Retail Price per Unit	799.99	929.99	960.00
Gov't Discounted Price per Unit	299.99	429.99	449.99
Tax on Retail Price per Unit	64.00	74.40	76.80
Discounted Total per Unit	363.99	504.39	526.79

These particular Samsung models were in part recommended because of the advanced camera technology. Staff identified those cell phone users who as part of their job responsibilities are heavy camera users, and is recommending the S9+ for them. The Note 8 is recommended for Managers and Executive staff. The S9 is recommended for all other users.

Mobile device management tools will be implemented on all new phones. This will provide the District with increased control and security capabilities.

FISCAL IMPACT:

The recommended mix of cell phone models and the associated costs are reflected below:

	Count	Per Unit	Total
S9	29	363.99	10,555.71
S9+	17	504.39	8,574.63
Note8	5	526.79	2,633.95
	51		21,764.29

This projected was included in the FY 2018-2019 Operating Budget.

STAFF RECOMMENDATION:

Consider approving the Cell Phone Standardization Project and referring it to the full Board for consideration at a future meeting.

Respectfully Submitted,



Clarence Mansell Jr., Interim General Manager

CM:js



**BOARD OF DIRECTORS
SAFETY AND TECHNOLOGY COMMITTEE
STAFF REPORT**

DATE: July 17, 2018
TO: Safety and Technology Committee
FROM: Clarence Mansell Jr., Interim General Manager
SUBJECT: PROGRESS UPDATE ON ITEMS DISCUSSED AT THE PREVIOUS SAFETY AND TECHNOLOGY COMMITTEE MEETING

BACKGROUND:

At the previous meeting, the Safety and Technology Committee provided staff with several action items. Staff's update is contained herein.

DISCUSSION:

- **Physical Security of District Assets:**

The Committee directed staff to make several modifications to the design of the security camera system, which will complete security upgrades at the headquarters site. Those changes have been communicated to the District's security vendor, and updated quotes and specifications are forthcoming.

Staff is reviewing the security guidelines provided by various national agencies, such as the American Water Works Association (AWWA), Environmental Protection Agency (EPA), and the Department of Homeland Security to ensure that the security upgrades for the Districts remote sites follow best practices for water utility infrastructure security. Staff is also gathering the site specific information necessary to draft the project specifications for potential vendor bids.

- **Cell Phone Towers:**

Verizon Wireless has identified several potential sites for cell towers. The RF Design Team at Verizon Wireless has referred those sites to the Real Estate Team for follow up. However, the Real Estate Team has indicated that there have been funding changes and that the projects are unlikely to move forward this calendar year.

Staff previously reached out to several carriers, but only received a response from Verizon Wireless. Staff will make another attempt to contact other carriers.

- **Enterprise Resource Planning (ERP) System:**

Staff invited Accela to demonstrate its Springbrook system and Tyler Technologies to demonstrate its Incode system. Staff from various departments participated in the demos and were satisfied that all of the District's core processes could be accommodated in either system. Both systems are SQL based and would be significant improvements over the District's current system. However, there are some differences between the two. The two most notable are:

1. Accela's Springbrook system is only available as a hosted solution, whereas Tyler Incode is available as a hosted solution or as an on premise solution.
2. Accela's Springbrook does have the basic capability of allowing staff to attach documents or other files to accounts/customers/vendors, etc. However, it does not have any content management capability, in other words, there is not built in document management system). Tyler Incode does have a built in content management system referred to as Tyler Content Management (TCM). TCM is available in a standard version or an enterprise edition. The standard version would allow document management for accounts/customers/vendors, whereas the enterprise version could provide the capability to manage other documents. For example, administrative records and contracts.

Staff is still working on contacting references for both, and is also exploring the potential for addressing the District's document management system needs via TCM enterprise version. Staff was originally targeting a go live date of July 1, 2019 and was hoping to bring a contract to the committee for referral to the full Board by the July 26, 2018 meeting. However, after detailed discussions with both potential vendors, the go live date could easily be pushed back and all of the detailed transactions from July 1 to the go live could be imported. This allows some extra time, which staff would like to use to continue the due diligence process.

- **Automated Vehicle Localization Systems (AVL)**

Demos with Network Fleet, Geotab, Teletrac Navman are being scheduled for early August with a staff AVL team.

- **District Head Quarters Solar Power**

Meeting pending with REC Solar for preliminary discussion of potential solar project options.

- **Cell Phone Standardization:**

Please refer to the separate staff report for the Cell Phone Standardization Project.

FISCAL IMPACT:

None at this time.

STAFF RECOMMENDATION:

Receive, file, and provide additional direction as appropriate.

Respectfully Submitted,



Clarence Mansell Jr., Interim General Manager

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