WEST VALLEY WATER DISTRICT
855 W. BASE LINE ROAD RIALTO, CA

BOARD MEETING
AGENDA

THURSDAY, NOVEMBER 15, 2018 - 6:00 PM

"In order to comply with legal requirements for posting of agendas, only those items filed with the District Secretary's office by noon, on Wednesday prior to the following Thursday meeting, not requiring departmental investigation, will be considered by the Board of Directors."

OPENING CEREMONIES

Pledge of Allegiance
Opening Prayer
Call to Order
Roll Call of Board Members

ADOPT AGENDA

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 District Clerk. 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. No person will be allowed to make comments at any other time in the meeting except if there is a Public Hearing. Also, please remember that no disruptions from the crown will be tolerated. If someone disrupts the meeting, they will be removed.
CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board of Directors, Staff Member, or any member of the public request a specific item(s) be removed for separate action.

Consideration of:

1. September 20, 2018 Regular Board Meeting Minutes.

2. October 11, 2018 Regular Board Meeting Minutes.

3. Approve an Agreement with ConvergeOne to Upgrade the District's Cisco Unified Communications System.

BUSINESS MATTERS

Consideration of:

4. LAIF signature card.

5. Electronic Tracking Technology Policy.

6. Request from Cucamonga Valley Water District to Purchase 2017-18 "Make Up" Water from Chino Basin Storage.

REPORTS - LIMITED TO 5 MINUTES MAXIMUM (Presentations or handouts must be provided to Board Members in advance of the Board Meeting).

- Board Members
- Legal Counsel
- General Manager
  ❖ 1,457 days without a "Lost Time" claim

UPCOMING MEETINGS

- November 22 - 23, 2018 - The West Valley Water District will be CLOSED in observance of the Thanksgiving holiday
- November 27 - 28, 2018 - Public, Private Partnership Federal Conference in Washington, DC
- November 6, 2018 - San Bernardino Valley Municipal Water District Regular Board Meeting at 2:30 PM at 380 E. Vanderbilt Way, San Bernardino, CA
• December 1, 2018 - West Valley Water District Employee Holiday Seminar at the Victoria Gardens Cultural Center in Rancho Cucamonga, CA at 6:00 PM

• December 6, 2018 - West Valley Water District Board of Directors meeting at the District Headquarters at 6:30 PM (6:00 PM Closed Session)

INFORMATION

• State Water Resources Control Board - Employee Recognition Letter.

ADJOURN

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 November 9, 2018.

Crystal L. Escalera, Board Secretary

Please Note:

Material related to an item on this Agenda submitted to the Board 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 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 Crystal Escalera, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Escalera may be contacted by telephone at (909) 875-1804 ext. 704, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.
Minutes: 9/20/18

Regular Board Meeting

of the

West Valley Water District

September 20, 2018

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Opening Ceremonies

Pledge of Allegiance – Lead by Vice President Greg Young
Opening Prayer – Lead by Director Don Olinger
Call to Order
Roll Call of Board Members

- Director Dr. Michael Taylor was out of town attending a conference for his full time job and joined the meeting via teleconference pursuant to Government Code Section 54953. Mr. Robert Tafoya asked a series of questions to confirm Director Dr. Taylor was in compliance with the Brown Act prior to adopting the agenda and to establish compliance for the Board meeting.
- Director Kyle Crowther was late to the meeting and joined the Board at 7:37 PM.

WVWD
Minutes: 9/20/18
• APPROVAL TO ADD AN EMERGENCY ITEM TO THE AGENDA: CONSIDER APPROVAL OF A FOUR-PARTY AGREEMENT FOR A TEMPORARY SUPPLY OF STATE WATER PROJECT

Legal Counsel gave a brief report as to why the forenamed emergency item was being presented to the Board of Directors. Mr. Tafoya explained the West Valley Water District was waiting to join the “Four-Party Agreement for Temporary Supply of State Water Project” after the three other agencies listed in the agreement approved it. These agencies include the Metropolitan Water District, Valley District, and the Inland Empire Utilities Agency (IEUA). On September 19, 2018 the IEUA held a meeting and approved the agreement and was the last of the two other agencies to join. This in turn would allow the West Valley Water District to also enter into the agreement. These circumstances have made this item an urgent issue and the Engineering and Planning Committee and staff recommended the item to be added as an “Emergency Item” for the Board’s approval. Mr. Tafoya also explained the item could be added to the agenda if approved by a 4/5 Board vote. Vice President Young further clarified that if the item was approved to be added to the agenda it would be listed as item No. 15. The item was approved as voted below:

RESULT: APPROVED [UNANIMOUS]
MOVER: Gregory Young, Vice President
SECONDER: Donald Olinger, Director
AYES: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

ADOPT AGENDA

Vice President Greg Young motioned to adopt the agenda with the addition of the emergency item to be added as item No. 15. Director Kyle Crowther second the Motion and it passed with the following vote:

RESULT: APPROVED [UNANIMOUS]
MOVER: Gregory Young, Vice President
SECONDER: Kyle Crowther, Director
AYES: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

PUBLIC PARTICIPATION

• June Hayes from the San Bernardino Valley Municipal Water District updated the Board of Directors on the Cost Benefit Analysis from the Department of Water Resources.

CONSENT CALENDAR

1. SEPTEMBER 6, 2018 REGULAR BOARD MEETING MINUTES

Director Dr. Taylor Motioned to move items No. 1 through item No. 10 on the Consent Calendar for approval, which was second by Vice President Greg Young. The items passed for approval with the following vote:

WVWD
Minutes: 9/20/18
RESULT:  ADOPTED [UNANIMOUS]
MOVER:  Michael Taylor, Director
SECONDER:  Gregory Young, Vice President
AYES:  Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

2. APPROVAL OF AUGUST 2018 CASH DISBURSEMENTS REPORT

Director Dr. Taylor Motioned to move items No. 1 through item No. 10 on the Consent Calendar for approval, which was second by Vice President Greg Young. The items passed for approval with the following vote:

RESULT:  ADOPTED [UNANIMOUS]
MOVER:  Michael Taylor, Director
SECONDER:  Gregory Young, Vice President
AYES:  Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

3. APPROVAL OF AUGUST 2018 PURCHASE ORDER REPORT

Director Dr. Taylor Motioned to move items No. 1 through item No. 10 on the Consent Calendar for approval, which was second by Vice President Greg Young. The items passed for approval with the following vote:

RESULT:  ADOPTED [UNANIMOUS]
MOVER:  Michael Taylor, Director
SECONDER:  Gregory Young, Vice President
AYES:  Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

4. CONSIDER AN AGREEMENT WITH HARDY & HARPER, INC. FOR ANNUAL ON-CALL PERMANENT TRENCH PAVING ON AN AS-NEEDED BASIS

Director Dr. Taylor Motioned to move items No. 1 through item No. 10 on the Consent Calendar for approval, which was second by Vice President Greg Young. The items passed for approval with the following vote:

RESULT:  ADOPTED [UNANIMOUS]
MOVER:  Michael Taylor, Director
SECONDER:  Gregory Young, Vice President
AYES:  Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

WVWD
Minutes: 9/20/18
5. CONSIDER A REQUEST FOR A CONTAINMENT LETTER FOR 19100 SLOVER AVE

Director Dr. Taylor Motioned to move items No. 1 through item No. 10 on the Consent Calendar for approval, which was second by Vice President Greg Young. The items passed for approval with the following vote:

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael Taylor, Director
SECONDER: Gregory Young, Vice President
AYES: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

6. CONSIDER A WATER SYSTEM INFRASTRUCTURE INSTALLATION AND CONVEYANCE AGREEMENT WITH OAKMONT EL RIVINO, LLC

Director Dr. Taylor Motioned to move items No. 1 through item No. 10 on the Consent Calendar for approval, which was second by Vice President Greg Young. The items passed for approval with the following vote:

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael Taylor, Director
SECONDER: Gregory Young, Vice President
AYES: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

7. CONSIDER A WATER SYSTEM INFRASTRUCTURE INSTALLATION AND CONVEYANCE AGREEMENT WITH CDRE HOLDINGS 10, LLC

Director Dr. Taylor Motioned to move items No. 1 through item No. 10 on the Consent Calendar for approval, which was second by Vice President Greg Young. The items passed for approval with the following vote:

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael Taylor, Director
SECONDER: Gregory Young, Vice President
AYES: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

8. CONSIDER A WATER SYSTEM INFRASTRUCTURE INSTALLATION AND CONVEYANCE AGREEMENT WITH BRIDGE POINT SOUTH RIALTO, LLC

Director Dr. Taylor Motioned to move items No. 1 through item No. 10 on the Consent Calendar for approval, which was second by Vice President Greg Young. The items passed for approval with the following vote:

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael Taylor, Director
SECONDER: Gregory Young, Vice President
AYES: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

WVWD
Minutes: 9/20/18
9. CONSIDER A WATER SYSTEM INFRASTRUCTURE INSTALLATION AND CONVEYANCE AGREEMENT WITH B&B PLASTICS RECYCLERS, INC.

Director Dr. Taylor Motioned to move items No. 1 through item No. 10 on the Consent Calendar for approval, which was second by Vice President Greg Young. The items passed for approval with the following vote:

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael Taylor, Director
SECONDER: Gregory Young, Vice President
AYES: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

10. CONSIDER PURCHASING ROTORK ACTUATORS AND PLANT VALVES FOR THE OLIVER P. ROEMER WATER TREATMENT PLANT

Director Dr. Taylor Motioned to move items No. 1 through item No. 10 on the Consent Calendar for approval, which was second by Vice President Greg Young. The items passed for approval with the following vote:

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael Taylor, Director
SECONDER: Gregory Young, Vice President
AYES: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

BUSINESS MATTERS

11. 4/10 WORK WEEK

President Dr. Young moved items No. 11, No. 12, No. 13 and emergency item No. 15 for approval with item No. 14 to be taken as a separate vote for discussion. Vice President Greg Young second the motion. Director Olinger asked Deborah Martinez, Human Resources and Risk Manager, to make comments to the public in relation to the 4/10 schedule and the operation of the District before a vote was taken. Mrs. Martinez notified the public that the 4/10 schedule will not interfere with the regular operations of the District and the steps taken by the District in planning the transition. No further comments were made and the items were approved by the following vote:

WVWD
Minutes: 9/20/18
RESULT: **APPROVED [UNANIMOUS]**
MOVER: Kyle Crowther, Director
SECONDER: Gregory Young, Vice President
AYES: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

12. **APPROVAL OF DAVID TURCH & ASSOCIATES FOR PROFESSIONAL SERVICES RENDERED JULY 9 - AUGUST 8, 2018: $12,500; AND FOR PROFESSIONAL SERVICES RENDERED AUGUST 9-SEPTEMBER 8, 2018: $12,500**

President Dr. Young moved items No. 11, No. 12, No. 13 and emergency item No. 15 for approval with item No. 14 to be taken as a separate vote for discussion. Vice President Greg Young second the motion and the items were approved by the following vote:

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Kyle Crowther, Director
SECONDER: Gregory Young, Vice President
AYES: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

13. **APPROVAL OF ALBRIGHT, YEE & SCHMIT, APC FOR PROFESSIONAL SERVICES RENDERED IN THE MONTH OF AUGUST, 2018; INVOICE NO. 25331: $10,942.25**

President Dr. Young moved items No. 11, No. 12, No. 13 and emergency item No. 15 for approval with item No. 14 to be taken as a separate vote for discussion. Vice President Greg Young second the motion and the items were approved by the following vote:

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Clifford Young, President
SECONDER: Gregory Young, Vice President
AYES: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

14. **OPEB REVIEW**

The Chief Financial Officer, Naisha Davis gave a brief report to the Board of Directors regarding the Districts Other Post-Employment Benefits (OPEB) fund. The OPEB Review is an annual pre-funding the District has elected to engage in order to meet OPEB cost. Mrs. Davis presented three strategies that have been recommended by the Districts actuary firm, Bartell Associates and recommended option “C” as listed in the staff report. The recommendation was passed with the following vote:

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Gregory Young, Vice President
SECONDER: Michael Taylor, Director
AYES: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

WVWD
Minutes: 9/20/18
15. CONSIDER APPROVAL OF A FOUR-PARTY AGREEMENT FOR A TEMPORARY SUPPLY OF STATE WATER PROJECT

President dr. Young moved items no. 11, no. 12, no. 13 and emergency item no. 15 for approval with item no. 14 to be taken as a separate vote for discussion. Vice president greg young second the motion and the items were approved by the following vote:

RESULT: APPROVED [UNANIMOUS]
MOVER: Clifford Young, President
SECONDER: Gregory Young, Vice President
AYES: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

PUBLIC HEARING

• FIFTH PUBLIC HEARING FOR THE TRANSITION FROM AT-LARGE TO DISTRICT-BASED BOARD MEMBER ELECTIONS PURSUANT TO ELECTIONS CODE SECTION 10010 AND GOVERNMENT CODE SECTION 34886

President Dr. Young announced that there would not be a presentation by Dr. Levitt at this meeting and Dr. Levitt was in attendance and would be available to answer any technical questions should they be raised.

Following this announcement, President Dr. Young opened the hearing by asking any members of the attending community to come forward who would like to speak in favor of the matter posted in the proposed Resolution No. 2018-26. No speakers came forward.

President Dr. Young then called for anyone who would like to make comments in opposition to matter posted in the proposed Resolution No. 2018-26 to come forward. Mr. Joseph Mayes, Jr. came forward and spoke on behalf of the Westside Action Group in recommendation of map 102b. Mr. Mayes submitted a statement to the Board Secretary for recording which is attached at “Exhibit A.” President Dr. Young requested the Board Secretary to include all the statements received from the Westside Action Group to be included in the meeting minutes for documentation. No further speakers came forward to make comments and President Dr. Young called the public meeting to a close.

Following the hearing, President Dr. Young called for a motion to approve Resolution 2018-26 as presented with discussion. Director Dr. Taylor made a motion to approve the resolution which was second by Vice President Greg Young. Discussion then ensued.

Vice President Young asked Dr. Levitt to comment on the maps and their compliance with State regulations. Dr. Justin Levitt remarked that map 101b as well as the other maps that were presented, all meet the requirements of the State law and Federal Voting Rights Act. Director Don Olinger then asked Dr. Levitt to respond to a few concerns he received from a community member. The first concern was lack of representation of the African-American communities’ in the proposed divisions and the possible violation of map 101b. Dr. Levitt was aware of the concern expressed and explained to Director Olinger the steps taken to ensure the African-American community was properly represented in each map as well as
being fully compliant with the law. Discussion ensued and Dr. Levitt recited statistical information as well as government law that was used to create the map(s) that were presented. Director Olinger’s second question was are the maps in perpetuity. Dr. Levitt confirmed that the maps are not in perpetuity and will need to be drawn again following the data received in the 2020 Census. The last question Director Olinger asked was a concern expressed by a member of the community regarding gerrymandering. He asked Dr. Levitt to respond to this comment. Dr. Levitt retorted by saying it is not illegal to draw maps to preserve incumbency and the Supreme Court has deemed this issue to be a political matter and will not reject the maps on this basis. President Dr. Young then commented that he spoke to Walter Hawkins from the Westside Action Group who had similar concerns and had invited him to bring a presentation of the maps he proposed to the Board. Mr. Hawkins was not in attendance.

No further comments or questions were raised by the Board and being satisfied with the answers received, the following vote was then taken:

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael Taylor, Director
SECONDER: Gregory Young, Vice President
AYES: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

REPORTS - LIMITED TO 5 MINUTES MAXIMUM (Presentations or handouts must be provided to Board Members in advance of the Board Meeting).

- **Board Members**
  - Vice President Young: He thanked Dr. Levitt for the effort put forth by his firm in creating the maps and the work they did for the District.
  - Director Don Olinger: Also thanked Dr. Levitt for the work he produced and commented that he spoke to Mr. Hawkins to told Dr. Levitt in high regard. Director Olinger also thanked the public who spoke during these hearing and the concerns they brought to the Board.
  - Director Dr. Taylor: Agreed with the previous statements made by the Directors regarding the work done by Dr. Levitt and his team.

- **Legal Counsel**
  - Mr. Robert Tafoya had no report from Closed Session.

- **General Manager**
  - Interim General Manager Clarence Mansell asked Assistant General Manager Ricardo Pacheco to announce an event that was coming up for the District. Mr. Pacheco announced a Ribbon Cutting Ceremony for the District's First Hydroelectric Generation Facility at the West Valley Water District's Roemer Plant will be taking place on October 13, 2018. The event will begin at 8:30 AM and will conclude around noon. All the community members were invited to attend.

WVWD
Minutes: 9/20/18
CLOSED SESSION

No action was taken during Closed Session.

- CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of Cases: Two (2)

- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to paragraph one (1) of subdivision (d) of Government Code Section 54956.9 Case Name: Karen Logue v. West Valley Water District Case No.: CIVDS1818381

- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Pursuant to Government Code Section 54956.9(a): San Bernardino Valley Municipal Water District, et al., v San Gabriel Valley Company, et al; San Bernardino County Superior Court Case No. CIVDS1311085 / Fourth District Court of Appeal Division Two, Case No. E063180

ADJOURN

This meeting adjourned at 7:10 PM.

________________________________________
Dr. Clifford O. Young, Sr.
President of the Board of Directors
of West Valley Water District

ATTEST:

________________________________________
Crystal L. Escalera, Board Secretary
Exhibit A
The Westside Action Group (WAG) has analyzed the revised maps that have been posted online for discussion at the meeting today. We strongly recommend that the West Valley Water District Board adopt Map 102b.

Based on the criteria relative to Federal Laws, Traditional Redistricting Criteria, and the California Voting Rights Act, Map 102b has the highest ranking among the four options still under consideration. We are still concerned that each exhibit still maintains a boundary on a cul-de-sac between District 2 and District 3.

WAG recommends that the West Valley Water District Board adopt Map 102b because it has the highest ranking for maintaining neighborhoods and communities of interests. This map maintains the continuity of the African American community better than Map 101b.

In summary, we feel that it is the best option that complies with most of districting criteria.

WAG will be available to discuss our recommendations in more detail.
MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
October 11, 2018

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OPENING CEREMONIES

Pledge of Allegiance - Lead by Kyle Crowther
Opening Prayer - Lead by Don Olinger
Call to Order – This meeting began at 6:45 PM due to Closed Session running late.
Roll Call of Board Members

WVWD
Minutes: 10/11/18
ADOPT AGENDA

Director Don Olinger Moved to adopt the agenda. Vice President Greg Young second to adopt the agenda with discussion on item No. 9 and No. 10 as requested by Director Dr. Taylor.

RESULT: APPROVED [UNANIMOUS]
MOVER: Michael Taylor, President
SECONDER: Gregory Young, Director
AYES: Michael Taylor, Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young

PUBLIC PARTICIPATION
Comments were made to the Board of Directors.

CONSENT CALENDAR

1. AMENDED AUGUST 16, 2018 REGULAR BOARD MEETING MINUTES WITH ATTACHMENTS

Vice President Greg Young Moved to approve the Consent Calendar which was second by Director Dr. Taylor.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Gregory Young, Director
SECONDER: Michael Taylor, President
AYES: Michael Taylor, Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young

2. SEPTEMBER 13, 2018 SPECIAL BOARD MEETING MINUTES

Vice President Greg Young Moved to approve the Consent Calendar which was second by Director Dr. Taylor.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Gregory Young, Director
SECONDER: Michael Taylor, President
AYES: Michael Taylor, Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young

BUSINESS MATTERS

3. PROPOSED DISTRICT HOURS

President Dr. Young Motioned to have items No. 3, 5, 6, 7, and 8 of Business Matters to be taken in one vote with the request from Director Dr. Taylor to take items No. 4, 9 and 10 as separate votes with discussion. Director Kyle Crowther second the Motion which passed with the following vote:

WVWD
Minutes: 10/11/18
RESULT: APPROVED [UNANIMOUS]  
MOVER: Clifford Young, Director  
SECONDER: Kyle Crowther, Vice President  
AYES: Michael Taylor, Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young

4. CONSIDER A CONTRACT FOR THE IMPLEMENTATION OF A GPS FLEET TRACKING SYSTEM

Interim General Manager, Clarence Mansell gave a brief overview of the staff report to the Board of Directors and recommended an approval of the installation of GPS Fleet Tracking System. Director Dr. Taylor asked Jon Stephenson, Business Systems/IT Manager to also update the Board on how the GPS system will work. Following Mr. Stephenson's Director Dr. Taylor Motioned to have the item approved. Vice President Greg Young second the Motion and the following vote was taken to approve the contract:

RESULT: APPROVED [UNANIMOUS]  
MOVER: Michael Taylor, President  
SECONDER: Gregory Young, Director  
AYES: Michael Taylor, Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young

5. CONSIDER RESOLUTION NO. 2018-28 TO DESIGNATE AUTHORIZED REPRESENTATIVES FOR STATE WATER RESOURCES CONTROL BOARD GRANT FUNDING AGREEMENT/FIXED BED REACTOR PERCHLORATE TREATMENT SYSTEM

President Dr. Young Motioned to have items No. 3, 5, 6, 7, and 8 of Business Matters to be taken in one vote with the request from Director Dr. Taylor to take items No. 4, 9 and 10 as separate votes with discussion. Director Kyle Crowther second the Motion which passed with the following vote:

RESULT: APPROVED [UNANIMOUS]  
MOVER: Clifford Young, Director  
SECONDER: Kyle Crowther, Vice President  
AYES: Michael Taylor, Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young

6. EMPLOYEE CONTRACT AMENDMENT

President Dr. Young Motioned to have items No. 3, 5, 6, 7, and 8 of Business Matters to be taken in one vote with the request from Director Dr. Taylor to take items No. 4, 9 and 10 as separate votes with discussion. Director Kyle Crowther second the Motion which passed with the following vote:

WVWD  
Minutes: 10/11/18
### 7. CUSTOMER REFUND

President Dr. Young Motioned to have items No. 3, 5, 6, 7, and 8 of Business Matters to be taken in one vote with the request from Director Dr. Taylor to take items No. 4, 9 and 10 as separate votes with discussion. Director Kyle Crowther second the Motion which passed with the following vote:

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Clifford Young, Director</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Kyle Crowther, Vice President</td>
</tr>
<tr>
<td>AYES:</td>
<td>Michael Taylor, Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young</td>
</tr>
</tbody>
</table>

### 8. TRANSFER OF UNCLAIMED FUNDS INTO DISTRICT GENERAL FUND

President Dr. Young Motioned to have items No. 3, 5, 6, 7, and 8 of Business Matters to be taken in one vote with the request from Director Dr. Taylor to take items No. 4, 9 and 10 as separate votes with discussion. Director Kyle Crowther second the Motion which passed with the following vote:

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Clifford Young, Director</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Kyle Crowther, Vice President</td>
</tr>
<tr>
<td>AYES:</td>
<td>Michael Taylor, Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young</td>
</tr>
</tbody>
</table>

### 9. EXECUTIVE STAFF EVALUATIONS

Interim General Manager, Clarence Mansell gave the staff report to the Board of Directors for the matter. Discussion ensued regarding if the recommendation is already a practice of the West Valley Water District. Director Don Olinger Motioned to have the item taken back to the Human Resources Committee for further research, then brought back to the Board for approval. Vice President Greg Young amended Director Olinger's Motion to include having Legal Counsel review the policy before being brought back to the Board for approval if necessary.

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>REFERRED TO COMMITTEE</th>
</tr>
</thead>
</table>

Next: 11/1/2018 6:00 PM
10. REORGANIZATION OF THE WEST VALLEY WATER DISTRICT BOARD OF DIRECTORS-SELECTION OF BOARD OFFICERS.

Director Don Olinger made a Motion to appoint Dr. Michael Taylor as the President of the Board of Directors for the West Valley Water District.

- APPOINTMENT OF DR. MICHAEL TAYLOR AS PRESIDENT OF THE BOARD OF DIRECTORS FOR THE WEST VALLEY WATER DISTRICT

RESULT: APPROVED [3 TO 2]
MOVER: Donald Olinger, Director
SECONDER: Kyle Crowther, Vice President
AYES: Michael Taylor, Kyle Crowther, Donald Olinger
NAYS: Clifford Young, Gregory Young

- APPOINTMENT OF KYLE CROWTHER AS THE VICE PRESIDENT OF THE BOARD OF DIRECTORS FOR THE WEST VALLEY WATER DISTRICT

President Dr. Taylor Motioned to have the Vice President seat turned over to Director Kyle Crowther. Director Don Olinger seconded the Motion which passed with a 3-2 vote and Director Dr. Young and Greg Young voting "No." Following this vote, President Dr. Taylor directed Legal Counsel to looking into having a rotation of the Presidency to a two year, rotational service and to create rules of decorum for the Board of Directors. Robert Tafoya responded that he will begin to prepare the documents necessary and would try to have them ready for the November 15, 2018 Board meeting. No further comments were made.

RESULT: APPROVED [3 TO 2]
MOVER: Michael Taylor, President
SECONDER: Donald Olinger, Director
AYES: Michael Taylor, Kyle Crowther, Donald Olinger
NAYS: Clifford Young, Gregory Young

REPORTS - LIMITED TO 5 MINUTES MAXIMUM (Presentations or handouts must be provided to Board Members in advance of the Board Meeting).

- Board Members
  - No report
- Legal Counsel
  - No report
- General Manager
  - No report

WVWD
Minutes: 10/11/18
INFORMATION


Assistant General Manager, Ricardo Pacheco briefed the Board of Directors on the current welcome packet used by the West Valley Water District for its customers. Following this brief, Mr. Pacheco introduced Alberto Yulo, Customer Service Supervisor, to the Board of Directors. Mr. Yulo then gave a presentation on the updated welcome packet and highlighted changes that were made. This item was informational only. No votes were taken.

FUTURE AGENDA ITEMS

- An announcement was made for the West Valley Water District's Ribbon Cutting ceremony that would be taken place on October 13, 2018 at the Roemer Hydroelectric Plant at 9:00 AM.

CLOSED SESSION

Robert Tafoya, Legal Counsel, announced that there was no action taken during Closed Session.

- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to paragraph one (1) of subdivision (d) of Government Code Section 54956.9 Case Name: International Union of Operating Engineers Local 12 v. WVWD Charge No. LA-CE-1319-M

- CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of Cases: Two (2)

- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to paragraph one (1) of subdivision (d) of Government Code Section 54956.9 Case Name: Karen Logue v. West Valley Water District Case No.: CIVDS1818381

- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - PURSUANT TO GOVERNMENT CODE SECTION 54956.9(A): SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT, ET AL., V SAN GABRIEL VALLEY COMPANY, ET AL; SAN BERNARDINO COUNTY SUPERIOR COURT CASE NO. CIVDS1311085 / FOURTH DISTRICT COURT OF APPEAL DIVISION TWO, CASE NO. E063180

ADJOURN

The meeting adjourned at 7:20 PM.

WVWD
Minutes: 10/11/18
Dr. Clifford O. Young, Sr.
President of the Board of Directors
of West Valley Water District

ATTEST:

Crystal L. Escalera, Board Secretary
BACKGROUND:

West Valley Water District, (the “District”), maintains a Cisco Unified Communications environment to provide the phone services necessary to support business operations. The system was last upgraded in early 2015.

DISCUSSION:

Although the system has continued to meet the District’s primary needs, the core applications are now several versions out of date, (refer to the table below). Additionally, the current versions do not support Windows 10. The pc’s in the Customer Service Department are near the end of their useful life cycles, and are due for replacement. Windows 10 is the standard for all new pcs, and therefore it is recommended that the system be upgraded for compatibility.

<table>
<thead>
<tr>
<th>Application</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unified Communications Manager</td>
<td>9.1.2</td>
</tr>
<tr>
<td></td>
<td>11.5.1</td>
</tr>
<tr>
<td>Unity Connection</td>
<td>9.1.2</td>
</tr>
<tr>
<td></td>
<td>11.5.1</td>
</tr>
<tr>
<td>IM &amp; Presence</td>
<td>9.1.2</td>
</tr>
<tr>
<td></td>
<td>11.5.1</td>
</tr>
<tr>
<td>Unified Contact Center Express</td>
<td>9.0.2</td>
</tr>
<tr>
<td></td>
<td>11.6.1</td>
</tr>
</tbody>
</table>

The Cisco Unified Communications environment is both robust and complex. Although Staff is capable of handling the ongoing maintenance of the system, this particular upgrade project requires additional expertise. The system was originally implemented by ConvergeOne, (formerly SigmaNet). Since the implementation, ConvergeOne has performed all of the upgrade and functionality enhancement projects. Because of ConvergeOne’s expertise and familiarity with the system, Staff recommends a sole source engagement for this upgrade project.

Staff developed the Scope of Work, (SOW), with a team of Engineers at ConvergeOne. The SOW with the quoted price of $21,212 is attached as Exhibit A. It should be noted that the SOW provides for the upgrade of the core applications, but does not add any additional functionality. A couple of additional functionalities that have been mentioned in the past are:
• The ability for the customer to leave a call back number, so that they don’t have to wait on hold. Once it is their turn in the queue, the system would call them back and connect them to an available representative.
• The ability for the system to tell the customer what their estimated wait time is.

Those two additional functionalities will directly benefit customers and could be added to the SOW for an additional $3,100, bringing the total to $24,312.

This item was discussed in general at the September 11, 2018 Safety and Technology Committee meeting. The details of the SOW and the quote have not been separately reviewed at a Safety and Technology Committee meeting. However, staff received authorization to bring the results directly to the full Board.

FISCAL IMPACT:

The FY 2019 Operating Budget for 011-5640-563.32-60 Professional Services/Programmer includes $21,500.00 for this specific project, and an additional $3,000.00 contingency for programming needs. The total amount of $24,500.00 is sufficient to cover the total cost of the project.

STAFF RECOMMENDATION:

Approve an agreement with ConvergeOne to Upgrade the District’s Cisco Unified Communications System, and to add the additional functionalities.

Respectfully Submitted,

Clarence Mansell Jr., Interim General Manager

CM:js

ATTACHMENT(S):
1. Exhibit A - Converge One
EXHIBIT A
West Valley Water District

Project Name: Unified Communications Upgrade

April Falkner - Account Manager
Lon Cameron - Solutions Engineer
General Terms

Parties to Agreement: This Statement of Work ("SOW") is made and entered into between ConvergeOne, Inc., 5940 Golden Hills Drive, Minneapolis, MN 55416, ("ConvergeOne") and West Valley Water District ("WVWD"), as of the date last written below , March 12th, 2018.

Terms: This SOW is a component part of Sales Quote or Master Agreement Rider, and is governed by the terms and provisions of Master Sales Agreement ("Agreement") between ConvergeOne and West Valley Water District . West Valley Water District agrees to purchase, and ConvergeOne agrees to provide certain services and deliverables ("Services") as defined in this SOW, subject to the terms and conditions that follow.

Change Management: In the event that it may become necessary to amend this SOW, this change management process shall apply. Prior to any work being completed, the initiator provides the Change Request Form to the ConvergeOne and West Valley Water District Project Managers to review and approve. Both Parties’ Project Managers must sign off on the Change Request Form in order for the change request to be binding. Whenever there is a conflict between the terms and conditions set forth in a fully executed Change Request Form and those set forth in the original project, or previous fully executed Change Request Form, the terms and conditions of the most recent fully executed Change Request Form shall prevail.

Professional Services: ConvergeOne will provide Professional Services on a fixed price basis. Project items required for project completion identified as out-of-scope will be managed through the Change Management process defined within this SOW.

Bill of Materials: ConvergeOne will provide West Valley Water District with a Solution Summary that contains an itemized list of Products required for this project. If West Valley Water District decides to not purchase the Products from ConvergeOne, West Valley Water District may be subject to a fee of up to 10% of the total cost of Products listed on the Solution Summary.

Travel Policy: Travel and reasonable living expenses will be billed monthly on an actual cost basis. Items to be considered travel expenses include; Air travel, Transportation, Lodging, Meals. ConvergeOne will make reasonable effort to minimize travel expenses and will work closely with West Valley Water District to ensure sufficient time is built into the project schedule to maximize efficiency when scheduling site visits.

Approval Signatures

IN WITNESS WHEREOF, the duly authorized representatives of the parties hereto have caused this SOW to be duly executed.

West Valley Water District

By: ________________________________
(Signature)

Name: ________________________________

Title: ________________________________

Date: ________________________________

ConvergeOne, Inc.

By: ________________________________
(Signature)

Name: ________________________________

Title: ________________________________

Date: ________________________________

6-15-2018
Table of Contents

General Terms
  Approval Signatures

Project Summary

Project Scope
  Upgrade Type

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CUCM, CUC and IM and Presence Upgrade

CCX upgrade

CAD to Finesse Migration
  End User UCCX Training
    Onsite Training
  Launch to Production
  Project Assumptions
  Project Deliverables

Project Completion

Pricing Budget

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  Project Methodology
    Plan & Design
    Implement
    Operate

Exhibit B
  Components

Exhibit C
  Application Map

Exhibit D
  Software Version

Exhibit E
  Security Certificates
Project Summary

West Valley Water District has engaged ConvergeOne to assist with upgrading their Unified Communications 9.1 environment. ConvergeOne will be upgrading the existing 9.1 applications to version 11.5. This will consist of leveraging West Valley Water District's existing Unified Communications investment and continuing to use the existing servers, voice gateway and end user devices.

Project Scope

Application Maps can be referenced in Exhibits B and C. The software and licensing for this upgrade will be provided by West Valley Water District through the Cisco Product Upgrade Tool (PUT).

Solution Components

The following upgraded software versions reflect the most recent minor or “dot” release of software at the time of upgrade. Major release changes can be covered through a Change of Scope.

<table>
<thead>
<tr>
<th>Solution</th>
<th>Current Version</th>
<th>Upgraded Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unified Communications Manager</td>
<td>9.1.2</td>
<td>11.5.1</td>
</tr>
<tr>
<td>Unity Connection</td>
<td>9.1.2</td>
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</tr>
<tr>
<td>Unified Contact Center Express</td>
<td>9.0.2</td>
<td>11.6.1</td>
</tr>
</tbody>
</table>

Upgrade Type

ConvergeOne will be performing an “in-place” upgrade on the above applications. The primary (Publishers) application reside on dedicated Cisco C220M3 server, high availability applications (Subscribers) reside on a 2nd C220M3 server at the Rialto location.

While the above applications offers many features, not all features available will be programmed for the installation of the applications to be determined complete. ConvergeOne will program the application to the guidelines set above. Additional features not specifically mentioned in this document will be considered “out of scope” and change management procedures will be required to implement.
Unified Communications Upgrade

Professional Services
Based upon resource availability, projects may begin 2-4 weeks after receipt of an executed SOW and valid purchase order. Project Management will be provided by ConvergeOne throughout the project.

CUCM, CUC and IM and Presence Upgrade
- Upgrade of CUCM, with up to (80) users,
- Upgrade of Unity Connection (up to 80 users)
- Upgrade of IM and Presence. (up to 80 users)
- West Valley Water District will load end user client software. (ie Jabber)

CCX upgrade
InPlace upgrade of UCCX on existing hardware.
- upgrade of Cisco UCCX Express 9.0(2) to 11.6.1
- Up to (12) agents / Supervisors
  - 3 queues
  - > 12 prompts
- No changes to existing call flow structure.
- No Database dip or screen pop functionality

CAD to Finesse Migration
The existing agents that reside on CAD will be migrated to Finesse.
- Up to (10) wrap-up, not ready and logout reason codes (combined)
- Up to (3) Phone books
- Up to (1) Finesse Agent layout and (1) Supervisor layout
- Up to (1) team configured for appropriate wrap-up, reason codes, and phone books

Some key features in Cisco Agent Desktop are not yet available in Cisco Finesse Desktop. These features include:
- Agent-to-agent chat

Cisco’s CUIC Reports and Dashboards replace the Real Time Displays offered in Cisco Supervisor Desktop.
Note: Any custom buttons, keystroke macros, or screen pops are specified separately and not included in the migration design hours.
Unified Communications Upgrade

While the above applications offers many features, not all features available will be programmed for the installation of the applications to be determined complete. ConvergeOne will program the application to the guidelines set above. Additional features not specifically mentioned in this document will be considered “out of scope” and change management procedures will be required to implement.

End User UCCX Training

The below training will be provided. All training will be provided over two (2) consecutive days.

Onsite Training
ConvergeOne will perform the following end user update training:
1. Single (1) Finesse Agent training session (up to 10 students)
2. Single (1) Finesse Supervisor training session (up to 2 students)
3. Single (1) CUIC Supervisor training session (up to 2 students)

Launch to Production

The production launch support of the West Valley Water District solution is defined as follows:

<table>
<thead>
<tr>
<th>Cutover</th>
<th>Location</th>
<th># ConvergeOne Onsite Resources</th>
<th>Days Onsite</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rialto, CA</td>
<td>1 (UCE)</td>
<td>Up to 5</td>
</tr>
</tbody>
</table>

Day 1 launch support will be provided during Normal Business Hours by onsite and/or remote resources. “Normal Business Hours” is defined as: Monday through Friday, 8am-5pm Pacific time. Should additional support be required, these services will be managed via the Change Management process.

Project Assumptions

1. The pricing and deliverables description contained within this quotation represents ConvergeOne understanding of the overall West Valley Water District requirements at this time. Should additional discussion reveal additional complexity or effort, ConvergeOne reserves the right to adjust the pricing.
2. All estimated costs in this project assume a continuous work effort. Delays due to the unavailability of equipment, software, key personnel, client resources, or resolution of client assigned issues are not within the direct control of ConvergeOne are subject to a change request.
3. West Valley Water District will provide ConvergeOne engineers remote VPN access to solution components, prior to ConvergeOne arrival onsite, via terminal services or similar tool, and in compliance with West Valley Water District security policies.
4. West Valley Water District will provide ConvergeOne personnel with the following:
   a. Direct connection to all solution components, allowing different access methods (such as SSH, SFTP, HTTP, RDP and supplementary services like softphone registration and client access).
      i. Lack of direct access can significantly increase the work effort on certain components, as well as extend the project schedule. If direct access to components is not provided, the project team will assess an uplift charge for the affected components. The uplift charge is estimated to be 10% or more of the total Professional Services cost. This will follow the Change Management process.
   b. Access to West Valley Water District project personnel.
   c. High-speed Internet access for onsite resources.

5. West Valley Water District will provide necessary Active Directory OU administrative authority to ConvergeOne deployment personnel.

6. West Valley Water District will be responsible for Unified Communications Manager solution requirements.

7. The Cisco software applications in the upgrade environment will comply with the Cisco compatibility matrix information found in Exhibit D.

8. West Valley Water District will provide the upgrade software and licenses through Cisco PUT (Product Upgrade Tool).

9. ConvergeOne will assist West Valley Water District with registration of all SWSS applicable software with Cisco Systems. West Valley Water District must register SWSS software with Cisco in order to obtain application software upgrades. The West Valley Water District Cisco Connection Online (CCO) ID must be used for this registration.

10. West Valley Water District will provide IP addressing and hostname information for all upgrade components to ConvergeOne at the commencement of this project.

11. CUCM will have Internet access for licensing access to cloud licensing service.

12. West Valley Water District will perform client software updates.

13. West Valley Water District will be responsible for vCenter configuration and licensing.
**Unified Communications Upgrade**

### Out of Scope Items

1. New features or functionality
2. Design changes
3. Modifications to existing UCCX call flows
4. Integration with external database
5. Screen Pop in Finesse
6. Modifications to reporting or customization.
7. End user training (outside UCCX)
8. New SPTN circuits, PRI, POTs or SIP.
9. Items not specifically identified as in-scope.

Note: there will be a possible gap in historical data

### Project Deliverables

<table>
<thead>
<tr>
<th>Plan &amp; Design Phase Deliverables</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial Project Plan</strong></td>
<td>The initial project plan will define the dates and deliverables required through the Plan and Design Phases.</td>
</tr>
<tr>
<td><strong>Kick Off Presentation</strong></td>
<td>Presentation to introduce the ConvergeOne and West Valley Water District teams as well as the project overview.</td>
</tr>
<tr>
<td><strong>Communication plan and Contact List</strong></td>
<td>Document to formalize the communication plan throughout the project as well as all parties contact information.</td>
</tr>
<tr>
<td><strong>Updated Project Plan</strong></td>
<td>Following the Design Phase, the plan may be updated to reflect the implementation tasks and production schedules.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Implement Phase Deliverables</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Upgrade Task List</strong></td>
<td>Detailed list of tasks to be performed in order to complete a successful upgrade of the deployed solution.</td>
</tr>
<tr>
<td><strong>System Test Plan</strong></td>
<td>The System Test Plan identifies the testing that will be conducted to validate the components are all correctly integrated and failover properly.</td>
</tr>
<tr>
<td><strong>Validation Completion Certificate</strong></td>
<td>The Validation Completion Certificate signifies the completion of all deliverables associated with the Implementation phase. All design documents will be modified</td>
</tr>
</tbody>
</table>
to reflect the final as-built documentation. Once completed, this allows the solution to be launched into production.

<table>
<thead>
<tr>
<th>Operate Phase Deliverables</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Completion Certificate</td>
<td>The Project Completion Certificate signifies the end of the deployment project and transitions the project to the Support Center. West Valley Water District sign-off of the Project Completion Certificate is required for transitioning the solution to the Support Center and officially closing the Deployment project.</td>
</tr>
</tbody>
</table>

**Project Completion**

Upon completion of the services described in this SOW, ConvergeOne shall provide West Valley Water District with a Project Completion Certificate (PCC). Upon delivery of the PCC, West Valley Water District has five (5) working days to review and sign the PCC. Signing of the PCC, or West Valley Water District’s failure to respond within the designated five (5) day period, signifies the completion of the project. In order to refuse acceptance of the Services performed, West Valley Water District must both indicate non-acceptance on the PCC and provide written notification to ConvergeOne, within the five (5) day period noted above, describing why West Valley Water District has not signed the PCC. ConvergeOne shall have up to ten (10) days after the receipt of such notice to correct the error given it is within ConvergeOne’s scope and control to do so. Such time period to correct the error may be extended by mutual consent.
Pricing Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Service</td>
<td>$ 21,212.00</td>
</tr>
<tr>
<td>Project Management</td>
<td>Included</td>
</tr>
<tr>
<td>Total</td>
<td>$ 21,212.00</td>
</tr>
</tbody>
</table>

**Professional Service Invoice Schedule**

Invoicing for professional services will be submitted in fixed price increments based on the below schedule.

- 50% due upon commencement of the project
- 25% due upon upgrading of existing application
- 25% due upon project completion

**Taxes**

All fees quoted in this document are exclusive of applicable federal, state, or local taxes, other than income or other similar taxes attributed to ConvergeOne. Customer shall pay, or reimburse ConvergeOne for; any such taxes and ConvergeOne may add such taxes to any invoices submitted to Customer.
Exhibit A

Project Methodology
ConvergeOne utilizes a phased approach for solution implementations, as detailed in this section. At the end of each phase, ConvergeOne and West Valley Water District will sign the appropriate documents as described in the deliverables section of this Statement of Work, signifying acceptable completion of the phase. Upon signature of these documents, ConvergeOne will initiate the next project phase.

The following tables are an example of the standard set of activities to be completed by ConvergeOne and the West Valley Water District. Not all of the items listed below are applicable to every project.

Plan & Design
The Plan & Design phase is the project initiation phase which defines project methodology and deliverables. In addition, the Plan & Design phase is where final solution requirements are determined. The following table lists the standard set of activities to be completed by ConvergeOne and West Valley Water District.

<table>
<thead>
<tr>
<th>ConvergeOne Activities</th>
<th>West Valley Water District Role</th>
<th>Possible Onsite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Project Kickoff Meeting and Initial Planning session</td>
<td>● Review/Approve Planning documents</td>
<td>● Kickoff and Initial Planning session</td>
</tr>
<tr>
<td>● Upgrade Task List</td>
<td>● Review/Approve UAT - User Acceptance Testing</td>
<td></td>
</tr>
<tr>
<td>● Project impact meeting - Identify project tasks that impact West Valley Water District business units.</td>
<td>● Sign-off on project Communication Plan</td>
<td></td>
</tr>
<tr>
<td>● Project Status (Ongoing)</td>
<td>● Sign-off on Plan Completion Certificate</td>
<td></td>
</tr>
<tr>
<td>● Co-develop a Project Plan with West Valley Water District</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Co-develop a project communication plan with West Valley Water District</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Phase Notes:
- West Valley Water District Subject Matter Experts (SMEs) will be active participants during the planning stage in order to keep the timeline of the project.
- ConvergeOne will conduct up to two (2) planning meetings with the technical groups.
Unified Communications Upgrade

- ConvergeOne will produce up to two (2) iterations of the Upgrade Task List. If West Valley Water District fails to accept and sign the documents after the second iteration, subsequent iterations will be managed through the Change Management process defined within this SOW.

Implement

The Implementation Phase uses the approved Upgrade Task List for the development and implementation of project requirements. ConvergeOne and West Valley Water District will use approved project Test Plans to determine the validity of the implementation prior to the Operate Phase.

<table>
<thead>
<tr>
<th>ConvergeOne Activities</th>
<th>West Valley Water District Role</th>
<th>Possible Onsite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Staging (configure and ship solution)</td>
<td>● West Valley Water District creation of User Acceptance Test Plans</td>
<td>● None required. On an “as needed” basis</td>
</tr>
<tr>
<td>● Solution Development</td>
<td>● Racks and connects system to network</td>
<td></td>
</tr>
<tr>
<td>● Deployment</td>
<td>● Establishes remote access for ConvergeOne</td>
<td></td>
</tr>
<tr>
<td>● Unit testing</td>
<td>● User Acceptance testing (UAT)</td>
<td></td>
</tr>
<tr>
<td>● System availability/fail-over testing</td>
<td>● Must conduct own test otherwise agree that ConvergeOne’s tests are valid</td>
<td></td>
</tr>
<tr>
<td>● System Integration testing</td>
<td>● UCSS Software registration with Cisco</td>
<td></td>
</tr>
<tr>
<td>● Load testing</td>
<td>● Validation Completion and Authorization to Launch Certificate</td>
<td></td>
</tr>
<tr>
<td>● Transition to UAT Meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Agent/Supervisor Training (As close to Cut as possible)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Phase Notes:

- If the UCM Review is conducted and identifies issues that ConvergeOne deems likely to prevent a successful UCCX deployment, West Valley Water District will rectify those issues prior to solution deployment.
- West Valley Water District must show proof of receipt of solution hardware / software prior to ConvergeOne arriving on site.
- West Valley Water District must complete UAT and sign Validation Completion Certificate one (1) week in advance of launch date.
- West Valley Water District is responsible for the development of any Self-Service User Acceptance. Test Plans are not created for Self-Service Applications for use by West Valley Water District, and therefore cannot be supplied as part of the ConvergeOne engagement. If West Valley Water District desires, ConvergeOne will supply an estimate for these services.
West Valley Water District must provide capability for after-hours solution and volume testing with live PSTN circuits when a third party (such as Empirix & IQ Services) application is used.

Only Cisco generated training materials will be provided to West Valley Water District for reproduction by West Valley Water District. Customized training materials are available if desired which may incur additional charges.

The transition to UAT meeting should only include technical resources from ConvergeOne and West Valley Water District. West Valley Water District technical resources should then assist West Valley Water District UAT business testers.

All end user training will occur after the Validation Complete and Authorization to Launch Certificate has been returned to ConvergeOne. In the absence of the certificate, the solution will not be launched.

Operate

The Operate Phase will launch the solution into a production environment. This is also the final phase of the project lifecycle and will transition the project from a deployment mode to a support mode.

<table>
<thead>
<tr>
<th>ConvergeOne Activities</th>
<th>West Valley Water District Role</th>
<th>Possible Onsite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Launch solution into production</td>
<td>• Sign-off on Authorization to Go Live Certificate</td>
<td>• End User Training</td>
</tr>
<tr>
<td>• Support Center as Single Point of Contact for West Valley Water District issue - West Valley Water District meeting for contact info</td>
<td>• Contacts Support Center with issues</td>
<td>• Launch To Production</td>
</tr>
<tr>
<td>• Project Completion Certificate (Signifies end of deployment project)</td>
<td></td>
<td>• Post cutover support</td>
</tr>
<tr>
<td>• As-built documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Call with West Valley Water District and Support Center</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Phase Notes:

- For each production launch, ConvergeOne will be on site for up to two (2) days leading up to launch date and one (1) day post launch.
- ConvergeOne will not provide floorwalkers.
- West Valley Water District will engage the ConvergeOne Deployment team through the ConvergeOne Support Center after the final launch.
## Exhibit B

### Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Location</th>
<th>Host Name</th>
<th>IP Address</th>
<th>Current Platform</th>
<th>Current App Version</th>
<th>Upgraded Platform</th>
<th>Upgraded App Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUCM Publisher</td>
<td>Rialto, CA</td>
<td>WVWD-CUCM-01</td>
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<table>
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<tr>
<th>Component</th>
<th>Location</th>
<th>Host Name</th>
<th>IP Address</th>
<th>Current Platform</th>
<th>Current IOS Version</th>
<th>Upgraded Platform</th>
<th>Upgraded IOS Version</th>
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## Licensing Overview

<table>
<thead>
<tr>
<th>Component</th>
<th>Total License</th>
<th>License in Use</th>
<th>Date</th>
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<td>Essencial</td>
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<tr>
<td>Enhanced</td>
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<td>Enhanced Plus</td>
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<td>Standard</td>
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<td>Unity Voice Mail</td>
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<td>UCCX- Premium</td>
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</table>
Exhibit C

Application Map

Server 1

<table>
<thead>
<tr>
<th>CPU 1</th>
<th>Core 1</th>
<th>Core 2</th>
<th>Core 3</th>
<th>Core 4</th>
<th>Core 5</th>
<th>Core 6</th>
<th>Core 7</th>
<th>Core 8</th>
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<tr>
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</table>

Resource Usage: 7 pCore, 28.0GB RAM, 446 GB Storage: 0 IOPS Min, 0 IOPS Typical, 0 IOPS Max, 4 vNIC

Server 2

<table>
<thead>
<tr>
<th>CPU 1</th>
<th>Core 1</th>
<th>Core 2</th>
<th>Core 3</th>
<th>Core 4</th>
<th>Core 5</th>
<th>Core 6</th>
<th>Core 7</th>
<th>Core 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLCM</td>
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</tr>
<tr>
<td>CLIF</td>
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</tr>
<tr>
<td>BAP</td>
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<td></td>
</tr>
<tr>
<td>UCCX</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Resource Usage: 7 pCore, 28.0GB RAM, 446 GB Storage: 0 IOPS Min, 0 IOPS Typical, 0 IOPS Max, 4 vNIC
## Exhibit D

### Software Version

<table>
<thead>
<tr>
<th>Application</th>
<th>Version</th>
<th>vCPU</th>
<th>vRAM</th>
<th>vDisk</th>
<th>vNIC</th>
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<tbody>
<tr>
<td>CUCM Publisher</td>
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<tr>
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<td>1x 80GB</td>
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<tr>
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</tr>
<tr>
<td>UCCX Subscriber</td>
<td>11.6.1</td>
<td>2</td>
<td>8GB</td>
<td>1x 146GB</td>
<td>1</td>
</tr>
</tbody>
</table>

Exhibit E

Security Certificates

Many Cisco applications contain self-signed certificates that are issued by the applications upon initial installation. This first becomes apparent to West Valley Water District when they use a web browser to connect to the applications for the first time to administer them and see a warning about an untrusted site. West Valley Water Districts have the option of manually adding an exception (trusting that application) and then not seeing the warning in the future, but some West Valley Water Districts find this too intrusive for their end users, especially for applications such as Finesse and CUIC.

To avoid the warning message from appearing on first connections, West Valley Water District can do one of the following:

- Add the self-signed certificates from all applicable Cisco applications servers to the list of trusted certificates on each end user computer.
- Issue a certificate for each applicable Cisco application server from their own internal trusted Certificate Authority (CA), enabling automatic distribution to the trusted clients of that CA.
- Obtain public certificates for all applicable Cisco application servers, issued by a trusted external CA, such as VeriSign or GoDaddy.

This project will utilize the self-signed certificates for all applicable Cisco application servers.

Note: when connecting to a server, the URL must match either the Subject field of the certificate, or one of the Subject Alternative Names (SANs) contained within the certificate. In addition, certificates have expiration dates (generally one to ten years after the date of issuance), and West Valley Water District will need to renew and upload new certificates before the current ones expire.
DATE: November 15, 2018  
TO: Board of Directors  
FROM: Clarence Mansell Jr., Interim General Manager  
SUBJECT: LAIF SIGNATURE CARD  

BACKGROUND:  
West Valley Water District (the “District”) has funds invested with Local Agency Investment Fund (LAIF). Funds must be accessible to meet financial commitments of the organization. Checks must be issued and business transacted to meet financial obligations. Certain individuals must be delegated proper authority to act on behalf of the district with regard to these financial assets.

DISCUSSION:  
Financial Institutions require signature cards for transacting business. The District has several accounts that require an authorized representative to act on behalf of the district so that investment needs are met. Accounts with deposits and investments utilized by the District requiring signature authorization include:

LAIF - Local Agency Investment Fund

The attached resolutions require approval to amend account access.

FISCAL IMPACT:  
No fiscal impact

STAFF RECOMMENDATION:  
Please consider approval of resolutions authorizing board members as signers on financial institution accounts.

Respectfully Submitted,
ATTACHMENT(S):

1. AMENDED RESOLUTION LAIF
AMENDED RESOLUTION NO. 2018-31
A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE WEST VALLEY WATER DISTRICT,
AUTHORIZING SIGNATURE CARD CHANGES FOR LOCAL AGENCY
INVESTMENT FUND

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. Seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the West Valley Water District ("District") Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with all California Government Codes, including section 16429.1 et. Seq. for the purpose of investment as provided therein is in the best interests of the District.

WHEREAS, amending Resolution No. 2018-19 to add additional successors to all investments of monies in the local agency investment fund by authorizing the successors in office to such investments of monies in the local Agency Investment Fund by authorizing signature cards to their successors.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes the deposit and withdrawal of District monies in the Local Agency Investment Fund in the State Treasury in accordance with all California Government Codes, including section 16429.1 et. Seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows: President Dr. Michael Taylor, Vice President Kyle Crowther, Interim General Manager Clarence C. Mansell, Jr., Chief Financial Officer Naisha Davis and Director of IT and Finance Jon Stephenson are each hereby authorized to order the deposit or withdrawal of monies in Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purpose of this resolution and the purposes of the resolution and the transaction contemplated hereby:

Dr. Michael Taylor  
President, Board of Directors

Kyle Crowther  
Vice President

Clarence C. Mansell, Jr.  
Interim General Manager

Naisha Davis  
Chief Financial Officer

Jon Stephenson  
Director of IT and Finance

Section 2. That said Resolution shall be effective November 15, 2018 and shall remain in full force and effect until rescinded by Board of Directors by resolution and a copy of the resolution rescinding and or amending this resolution shall be filed with the State Treasurer’s Office.
ADOPTED, SIGNED, AND APPROVED THIS 15th DAY OF NOVEMBER, 2018 BY THE FOLLOWING VOTE:

AYES: DIRECTORS: 
NOES: DIRECTORS: 
ABSENT: DIRECTORS: 
ABSTAIN: DIRECTORS: 

__________________________________
Dr. Michael Taylor, President of the Board of Directors of the West Valley Water District

ATTEST:

__________________________________
Crystal L. Escalera
Board Secretary
BOARD OF DIRECTORS  
STAFF REPORT

DATE: November 15, 2018
TO: Board of Directors
FROM: Clarence Mansell Jr., Interim General Manager
SUBJECT: ELECTRONIC TRACKING TECHNOLOGY POLICY

BACKGROUND:

West Valley Water District (“District”) maintains a fleet of 42 vehicles which are used to provide District services to customers. The Board of Directors approved the implementation of Automatic Vehicle Location (AVL) system for the District's fleet on October 11, 2018. Before installation of the AVL system, the District would be required to provide a policy and obtain staff acknowledgement.

DISCUSSION:

Employees of West Valley Water District may, in the course of employment, be required to drive and/or ride in an agency-owned or leased vehicle equipped with Electronic Tracking Technology. Electronic Tracking Technology may include event data recorders (EDR), sensing and diagnostic modules (SDM), or other systems that are used for the purpose of identifying, diagnosing, or monitoring functions related to the potential need to repair, service, or perform maintenance on District vehicles and/or to capture safety systems-related data for retrieval after a collision or similar incident has occurred. It may also be used for other business-related purposes, including, but not limited to, measuring productivity, locating stolen vehicles, providing aid to vehicles that break down, increasing employee safety, managing agency resources effectively, or ensuring that employees are following their routes or assignments.

In addition, the District may utilize Electronic Technology to initiate a disciplinary investigation or discipline of its employees pertaining to the misuse or abuse of their vehicles, inappropriate use of time, speeding or other misconduct. Thus the documents provided by the Electronic Tracking Technology, if any, could be part of a personnel file and subject to protections afforded the same.

The Electronic Tracking Technology Policy and Acknowledgment Form is attached as Exhibit A, Article 16 with and without tracked changes is attached as Exhibit B and Resolution 2018-29 as Exhibit C.

FISCAL IMPACT:

There is no fiscal impact to this item.
STAFF RECOMMENDATION:


Respectfully Submitted,

[Signature]

Clarence Mansell Jr., Interim General Manager

DM:CE

ATTACHMENT(S):

1. Exhibit - A Electronic Tracking Tech Policy
2. Exhibit B - Article 16 with and without tracked changes
3. Exhibit C - Resolution 2018-29
EXHIBIT A
ELECTRONIC TRACKING TECHNOLOGY POLICY AND
ACKNOWLEDGEMENT

This policy governs West Valley Water District’s ("District") use of Electronic Tracking Technology in vehicles it owns or leases that are used by its employees.

Employees of West Valley Water District may, in the course of employment, be required to drive and/or ride in an agency-owned or leased vehicle equipped with Electronic Tracking Technology. Electronic Tracking Technology means a technological method or system used to observe, monitor, or collect information, including telematics, Global Positioning System (GPS), wireless technology, or location-based technologies. Electronic Tracking Technology may include event data recorders (EDR), sensing and diagnostic modules (SDM), or other systems that are used for the purpose of identifying, diagnosing, or monitoring functions related to the potential need to repair, service, or perform maintenance on the West Valley Water District vehicle and/or to capture safety systems-related data for retrieval after a collision or similar incident has occurred.

Electronic Tracking Technology is intended to allow the District to monitor location, elevation, and velocity of its vehicles. Electronic Tracking Technology use for public safety greatly enhances job performance, personnel safety, situational awareness, and may provide assistance in time critical scenarios. Electronic Tracking Technology in District-vehicles may also be used to for other business-related purposes, including, but not limited to, measuring productivity, locating stolen vehicles, providing aid to vehicles that break down, increasing employee safety, managing agency resources effectively, or ensuring that employees are following their routes or assignments.

The District may use Electronic Tracking Technology at the agency’s sole discretion. Not all District vehicles are required to have Electronic Tracking Technology.

The District may utilize Electronic Technology to initiate a disciplinary investigation or discipline of its employees pertaining to the misuse or abuse of their vehicles, inappropriate use of time, speeding or other misconduct. Thus, the documents provided by the Electronic Tracking Technology, if any, could be part of a personnel file and subject to protections afforded the same.

The California Public Records Act may require that the District disclose specified public records. In response to requests for such disclosure, it may be necessary to examine Electronic Tracking Technology records to determine whether they are public records that are subject to disclosure. Additionally, the agency may be required to produce information obtained from Electronic Tracking Technology pursuant to a court order, subpoena, or statute.
Employees shall not drive West Valley Water District vehicles when they are in an unsafe mechanical condition. Employees shall inspect their assigned vehicle before each tour of duty and immediately report any damage or mechanical failure to their supervisor.

Employees are prohibited from altering or attempting to alter or disable Electronic Tracking Technology in the District’s vehicles.

**ACKNOWLEDGEMENT**

I acknowledge that I have received and read a copy of this policy.

Pursuant to this policy, I acknowledge that the District may monitor me as a driver and/or passenger in District owned or leased vehicles via Electronic Tracking Technology, and that I do not have an expectation of privacy in the information that results from such monitoring. I further understand that information obtained from such tracking may be used to support disciplinary action against me.

This document will be retained in my personnel file for future reference.

__________________________    __________________________
Signature of Employee         Print Name

__________________________
Date
ELECTRONIC TRACKING TECHNOLOGY POLICY AND ACKNOWLEDGEMENT

This policy governs West Valley Water District's ("District") use of Electronic Tracking Technology in vehicles it owns or leases that are used by its employees.

Employees of West Valley Water District may, in the course of employment, be required to drive and/or ride in an agency-owned or leased vehicle equipped with Electronic Tracking Technology. Electronic Tracking Technology means a technological method or system used to observe, monitor, or collect information, including telematics, Global Positioning System (GPS), wireless technology, or location-based technologies. Electronic Tracking Technology may include event data recorders (EDR), sensing and diagnostic modules (SDM), or other systems that are used for the purpose of identifying, diagnosing, or monitoring functions related to the potential need to repair, service, or perform maintenance on the West Valley Water District vehicle and/or to capture safety systems-related data for retrieval after a collision or similar incident has occurred.

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The District may use Electronic Tracking Technology at the agency's sole discretion. Not all District vehicles are required to have Electronic Tracking Technology—and in the ordinary course of business.

The District may utilize Electronic Technology to initiate a disciplinary investigation or discipline of its employees pertaining to the misuse or abuse of their vehicles, inappropriate use of time, speeding or other misconduct. Thus, the documents provided by the Electronic Tracking Technology, if any, could be part of a personnel file and subject to protections afforded the same.

The California Public Records Act may require that the District disclose specified public records. In response to requests for such disclosure, it may be necessary to examine Electronic Tracking Technology records to determine whether they are public records that are subject to disclosure. Additionally, the agency may be required to produce information obtained from Electronic Tracking Technology pursuant to a court order, subpoena, or statute.
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This document will be retained in my personnel file for future reference.

__________________________________________________________________________
Signature of Employee  Print Name

__________________________________________________________________________
Date
EXHIBIT B
1601. **OVERVIEW**

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources at West Valley Water District in conjunction with its established culture of ethical and lawful behavior, openness, trust, and integrity.

The District provides computer devices, mobile/cellular phones, network access and other electronic information systems to meet missions, goals, initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information system assets. This policy requires the users of information assets to comply with District policies and protects the District against damaging legal issues.

The District reserves the right to listen to voice mail messages and to monitor, review and/or access electronic systems to ensure compliance with District policies, without notice to the employee and/or in the employee’s absence. Employees have no right of privacy in any District electronic systems. It may be necessary to assign and/or change passwords and personal codes for the voice mail and computer. These items are to be used for District business, and they remain the property of the District. The District may keep a record of all passwords and codes used and/or may be able to override any such password system.

1602. **SCOPE**

All employees, contractors, consultants, temporary and other workers at the District, including all personnel affiliated with third parties must adhere to this policy. This policy applies to information assets owned or leased by the District, or to devices that connect to a District network or reside at a District site.

Information security must approve exceptions to this policy in advance through Department Supervisor and Information Technology Administrator.

1603. **POLICY STATEMENT**

a) **General Requirements**

1. Employees are responsible for exercising good judgment regarding appropriate use of District resources in accordance with District policies, procedures, and guiding principles. District resources may not be used for
any unlawful or prohibited purpose.

2. For security, compliance, and maintenance purposes, authorized personnel may monitor and audit equipment, accounts, systems, and network traffic per the District Policy. Devices that interfere with other devices or users on the District network may be removed from network. The District prohibits actively interfering with District security measures.

b) System Accounts

1. You are responsible for the security of data accounts and systems under your control. Keep passwords secure and do not share account or password information with anyone, including other personnel, family, or friends. Providing access to District information systems either deliberately or through failure to secure system access is a violation of this policy.

2. You must maintain system-level authentication and user-level passwords in accordance with policy.

3. You must ensure through legal or technical means that proprietary information remains within the control of the District at all times. Conducting District business that results in the storage of proprietary information on personal or non-District controlled environments, including devices maintained by third parties with whom the District does not have a contractual agreement, is prohibited. This specifically prohibits the use of an e-mail account that is not provided by the District for District business.

c) Computing Assets

1. You are responsible for ensuring the protection of District electronic assets assigned to you by the District. Promptly report any security breaches or theft of District assets to the Information Technology Department and Supervisor.

2. All District PC’s, PDA’s, smart phones, laptops, and workstations must be secured with a password. You must lock the screen or log off when the device is unattended.
3. Devices that connect to the District network must comply with District security standards.

4. Do not interfere with District device management or security systems software, including, but not limited to, antivirus, network security protocols, Sungard utility systems, and any other District computer system.

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1. Causing a security breach to either District or other District connected network resources, including, but not limited to accessing restricted data, servers, or accounts to which you are not authorized; circumventing user authentication on any device; or capturing network traffic.

2. Causing a disruption of service to either District or other network resources, including, but not limited to ICMP floods, packet spoofing, denial of service, heap or buffer overflows, and forged routing information for malicious purposes.

3. Violating copyright law, including, but not limited to illegally duplicating or transmitting copyrighted pictures, music, video, and software. See the Information Technology Administrator for additional information on copyright restrictions.

4. Exporting or importing software, technical information, encryption software, or technology in violation of international or regional export control laws.

5. Use of the internet or District networks that violates the District Policies, or local, State or Federal laws.

6. Intentionally introducing malicious code, including, but not limited to viruses, worms, Trojan horses, e-mail bombs, spyware, adware, and key
loggers.

7. Port scanning or security scanning on a District network unless authorized in advance by the Information Technology Administrator.

e) Electronic Communications

The following are strictly prohibited:

1. Inappropriate use of communication vehicles, internet and equipment, including, but not limited to supporting illegal activities, and procuring or transmitting material that violates District policies against harassment or the safeguarding of confidential or proprietary information.

2. Sending spam via e-mail, text messages, pages, instant messages, voice mail, or other forms of electronic communication.

3. Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.

4. Use of a District e-mail or IP address to engage in conduct that violates District policies or guidelines. Posting to a public newsgroup, bulletin board, or listserv with a District e-mail or IP address that represents the District.

5. When communicating with the public; you must exercise good judgment to avoid misrepresenting or exceeding your authority in representing the opinion of the District.

1604. DISCIPLINARY ACTION FOR VIOLATION OF ACCEPTABLE USE POLICY

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. A violation of this policy by a temporary worker, contractor or vendor may result in the termination of their contract or assignment with the District.
1605. ELECTRONIC TRACKING TECHNOLOGY POLICY

This policy governs West Valley Water District’s ("District") use of Electronic Tracking Technology in vehicles it owns or leases that are used by its employees. Employees of West Valley Water District may, in the course of employment, be required to drive and/or ride in an agency-owned or leased vehicle equipped with Electronic Tracking Technology. Electronic Tracking Technology means a technological method or system used to observe, monitor, or collect information, including telematics, Global Positioning System (GPS), wireless technology, or location-based technologies. Electronic Tracking Technology may include event data recorders (EDR), sensing and diagnostic modules (SDM), or other systems that are used for the purpose of identifying, diagnosing, or monitoring functions related to the potential need to repair, service, or perform maintenance on the West Valley Water District vehicle and/or to capture safety systems-related data for retrieval after a collision or similar incident has occurred.

Electronic Tracking Technology is intended to allow the District to monitor location, elevation, and velocity of its vehicles. Electronic Tracking Technology use for public safety greatly enhances job performance, personnel safety, situational awareness, and may provide assistance in time critical scenarios. Electronic Tracking Technology in District-vehicles may also be used to for other business-related purposes, including, but not limited to, measuring productivity, locating stolen vehicles, providing aid to vehicles that break down, increasing employee safety, managing agency resources effectively, or ensuring that employees are following their routes or assignments.

The District may use Electronic Tracking Technology at the agency’s sole discretion. Not all District vehicles are required to have Electronic Tracking Technology.

The District may utilize Electronic Technology to initiate a disciplinary investigation or discipline of its employees pertaining to the misuse or abuse of their vehicles, inappropriate use of time, speeding or other misconduct. Thus, the documents provided by the Electronic Tracking Technology, if any, could be part of a personnel file and subject to protections afforded the same.

The California Public Records Act may require that the District disclose specified public records. In response to requests for such disclosure, it may be necessary to examine Electronic Tracking Technology records to determine whether they are public records that are subject to disclosure. Additionally, the agency may be required to produce
information obtained from Electronic Tracking Technology pursuant to a court order, subpoena, or statute.

Employees shall obey all laws while driving West Valley District vehicles. Employees shall not drive West Valley Water District vehicles when they are in an unsafe mechanical condition. Employees shall inspect their assigned vehicle before each tour of duty and immediately report any damage or mechanical failure to their supervisor.

Employees are prohibited from altering or attempting to alter or disable Electronic Tracking Technology in the District's vehicles.

Disciplinary action up to and including termination of employment will be instituted if this policy is violated.

All District employees shall receive a copy of this policy and shall acknowledge receipt of this policy in writing.
1601. **OVERVIEW**

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources at West Valley Water District in conjunction with its established culture of ethical and lawful behavior, openness, trust, and integrity.

The District provides computer devices, mobile/cellular phones, network access and other electronic information systems to meet missions, goals, initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information system assets. This policy requires the users of information assets to comply with District policies and protects the District against damaging legal issues.

The District reserves the right to listen to voice mail messages and to monitor, review and/or access electronic systems to ensure compliance with District policies, without notice to the employee and/or in the employee’s absence. Employees have no right of privacy in any District electronic systems. It may be necessary to assign and/or change passwords and personal codes for the voice mail and computer. These items are to be used for District business, and they remain the property of the District. The District may keep a record of all passwords and codes used and/or may be able to override any such password system.

1602. **SCOPE**

All employees, contractors, consultants, temporary and other workers at the District, including all personnel affiliated with third parties must adhere to this policy. This policy applies to information assets owned or leased by the District, or to devices that connect to a District network or reside at a District site.

Information security must approve exceptions to this policy in advance through Department Supervisor and Information Technology Administrator.

1603. **POLICY STATEMENT**

a) **General Requirements**

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any unlawful or prohibited purpose.

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EXHIBIT C
RESOLUTION NO. 2018-29
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WEST VALLEY WATER DISTRICT
AMENDING IN PART, RESOLUTION NO. 388-71 OF THE
HUMAN RESOURCES POLICIES AND PRACTICES

WHEREAS, the Board of Directors ("Board") of the West Valley Water District ("District") previously adopted Resolution No. 388-71, establishing Human Resources Policies and Practices.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the West Valley Water District does hereby amend Article 16 of the Human Resources Policies and Practices manual as follows:

ARTICLE 16 – INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

1601. OVERVIEW

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources at West Valley Water District in conjunction with its established culture of ethical and lawful behavior, openness, trust, and integrity.

The District provides computer devices, mobile/cellular phones, network access and other electronic information systems to meet missions, goals, initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information system assets. This policy requires the users of information assets to comply with District policies and protects the District against damaging legal issues.

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for other business-related purposes, including, but not limited to, measuring productivity, locating
stolen vehicles, providing aid to vehicles that break down, increasing employee safety, managing
agency resources effectively, or ensuring that employees are following their routes or
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speeding or other misconduct. Thus, the documents provided by the Electronic Tracking
Technology, if any, could be part of a personnel file and subject to protections afforded the same.

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drive West Valley Water District vehicles when they are in an unsafe mechanical condition.
Employees shall inspect their assigned vehicle before each tour of duty and immediately report
any damage or mechanical failure to their supervisor.

Employees are prohibited from altering or attempting to alter or disable Electronic Tracking
Technology in the District’s vehicles.

Disciplinary action up to and including termination of employment will be instituted if this policy
is violated.

All District employees shall receive a copy of this policy and shall acknowledge receipt of this
policy in writing.

BE IT FURTHER RESOLVED that said Resolution shall be effective October 18, 2018.

ADOPTED, SIGNED AND APPROVED THIS 15TH DAY OF NOVEMBER, 2018 BY THE
FOLLOWING VOTE:

AVES: DIRECTORS:
NOES: DIRECTORS:
ABSENT: DIRECTORS:
ABSTAIN: DIRECTORS:

Dr. Michael R. Taylor
President of the Board of Directors
West Valley Water District

ATTEST:

Crystal Escalera
Board Secretary
BOARD OF DIRECTORS
STAFF REPORT

DATE: November 15, 2018
TO: Board of Directors
FROM: Clarence Mansell Jr., Interim General Manager
SUBJECT: REQUEST FROM CUCAMONGA VALLEY WATER DISTRICT TO PURCHASE 2017-18 "MAKE UP" WATER FROM CHINO BASIN STORAGE

BACKGROUND:

An agreement between the West Valley Water District ("District") and the Cucamonga Valley Water District ("CVWD") was executed on May 1, 2002, for sale of water in storage in the Chino Basin. CVWD has purchased 500 acre-feet of stored water from the District in the Chino Basin each year since the inception of the agreement except last year. This Fiscal Year (FY), FY2018/2019, the sales resumed. The water transfer documents signed by both parties were submitted to the Chino Basin Watermaster on July 11, 2018.

CVWD has requested the opportunity to execute a “make up” purchase of 500 acre-feet that was not purchased last Fiscal Year, FY2017/2018.

DISCUSSION:

The District presently has over 8,000 acre-feet in storage in the Chino Basin and has rights to accumulate approximately 1,000 acre-feet per year. 644 acre-feet of that is District’s actual right in the Chino Basin and roughly 340 acre-feet is reallocation from farmlands that have been taken out of production. The actual accumulation rate is modified to 500 acre-feet per year due to water sales.

The sales do not impair the District’s ability to provide adequate water to its’ service areas. The Chino Basin is a reserve. Additional water required to meet future water demand in the Chino Basin region will be sourced from unlimited water rights in the North Riverside Basin. Attached as Exhibit B is the Basin Boundary Map.

FISCAL IMPACT:

The District expects to receive approximately $260,000 in revenue from the proposed “make up” sale.

STAFF RECOMMENDATION:

That the Board of Directors approve the “Make Up” sale of 500 acre-feet of stored water in the Chino Basin to Cucamonga Valley Water District.
Respectfully Submitted,

[Signature]

Clarence Mansell Jr., Interim General Manager

CM:je

**ATTACHMENT(S):**
1. Exhibit A - Invoice
2. Exhibit B - Basin Boundary Map
3. Exhibit C - Agreement for Sale of Water in Storage in the Chino Ground Water Basin
EXHIBIT A
INVOICE

TO: CUCAMONGA VALLEY WATER DISTRICT
10440 ASHFORD STREET
RANCHO CUCAMONGA, CA 91730

INVOICE NO. 2017/1027

DATE: 11/15/18

CUSTOMER NO: 1027/1027

TYPE: MR – MISC RECEIVABLES

QUANTITY DESCRIPTION | UNIT PRICE | EXTENDED PRICE
--- | --- | ---
1.0 2017-18 “Make Up” Water Sale – Chino Basin 500 acre feet X $520.00 per acre foot Fiscal year 2018-2019 | $260,000.00 | $260,000.00

MR190: 011-0000-137.20-30

**PLEASE SEE ATTACHED**

TOTAL DUE: $260,000.00

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 11/15/18   DUE DATE: TBD   NAME: CUCAMONGA VALLEY WATER DIST.
CUSTOMER NO. 1027/1027   TYPE: MR – MISC RECEIVABLES

REMIT AND MAKE CHECK PAYABLE TO:
WEST VALLEY WATER DISTRICT
P.O. BOX 920
RIALTO, CA 92377   (909) 875-1804

INVOICE NO: 2904   AMOUNT: $260,000.00
TERMS: 30 DAYS
EXHIBIT B
AGREEMENT FOR SALE OF WATER
IN STORAGE IN THE CHINO GROUND WATER BASIN

THIS AGREEMENT is entered into on the __st____ day of __May___, 2002 by
and between CUCAMONGA COUNTY WATER DISTRICT, a public agency
(“Cucamonga”), and WEST SAN BERNARDINO COUNTY WATER DISTRICT, a
public agency (“West District”).

RECATALS

A. West District and Cucamonga are parties to the Judgement in the
matter of Chino Basin Municipal Water District v. the City of Chino, et al., Superior
Court of the State of California for the County of San Bernardino, Case No.RCV
51010. (formerly Case No. SCV 164327) (the “Judgement”), and have entered into
Ground Water Storage Agreements (the “Storage Agreement”) with the Watermaster
of the Chino Ground Water Basin (“Basin”) which, pursuant to the Judgement, entitles
West District and Cucamonga to store in the Basin supplemental water and any unused
quantity of their share of the Operating Safe Yield of the Basin (“Stored Water”). West
District and Cucamonga may capture the Stored Water and use it pursuant to their
Storage Agreements with Watermaster.

B. Pursuant to the Rules and Regulations and procedures of the
Watermaster, Cucamonga may purchase Stored Water from West District. Cucamonga
and West District desire to enter an arrangement whereby Cucamonga will purchase
from West District and West District will sell to Cucamonga quantities of Stored
Section 3. Transfer of Water. Upon receipt from West District of the amount of stored water available for sale and transfer, Cucamonga and West District shall execute such assignment and transfer documents as are required by Watermaster to complete the assignment and transfer of Stored Water with respect to the then applicable fiscal year.

Section 4. Payment. Cucamonga shall pay the total purchase price for purchased Stored Water for each fiscal year in cash to West District within 30 days of completion of such assignment and transfer documents as are required by Watermaster to complete the assignment and transfer of Stored Water with respect to the fiscal year.

Section 5. Further Acts. West District and Cucamonga shall each take such further action as may be reasonably required to accomplish the assignment and transfer of Stored Water which Cucamonga shall purchase from West District for any fiscal year and shall execute and deliver such documents as may be required by the Watermaster to consummate the assignment and transfer of such Stored Water.

Section 6. Effective Period, Termination. This Agreement shall continue to be effective as between West District and Cucamonga unless and until West District on Cucamonga elects to terminate this Agreement as hereinafter in this section provided (the "Effective Period"). Either West District or Cucamonga may terminate this
Agreement by providing the other party with written notice of such termination not later than December 31 of any year.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first above written.

CUCAMONGA COUNTY WATER DISTRICT

By: [Signature]
President of the Board of Directors

ATTEST
[Signature]
Secretary of the Board of Directors

WEST SAN BERNARDINO COUNTY WATER DISTRICT

By: [Signature]
President of the Board of Directors

ATTEST
[Signature]
Secretary of the Board of Directors
October 22, 2018

Greg Gage
Assistant General Manager
West Valley Water District
P.O. Box 920
Rialto, CA 92377

Dear Mr. Gage:

On behalf of the State Water Resources Control Board, Division of Drinking Water, I thank the West Valley Water District for hosting us and Ms. Joanne Chan for organizing the Sanitary Survey Training at the Oliver P. Roemer Water Treatment Facility on October 10, 2018.

Our Sanitary Survey Training was provided to new staff from Division of Drinking Water field offices and County Health Programs throughout Southern California. Allowing use of the facility for training and time of your operators to share their knowledge and experience provided a new perspective that enhanced our training on surface water treatment.

At the end of the training, attendees expressed their appreciation in having staff present and answering their questions to assist in their future work. We thank the following individuals for their help in the site training.

Mr. Ernie Montelongo
Mr. Carlos Work
Mr. Gary Jimenez
Mr. Tony Lopez

Again, on behalf of the Division, I thank West Valley Water District for the time and help in our training for the shared goal of protection of public health.

Sincerely,

Sean F. McCarthy, P.E.
Chief, South Coast Section
Southern California Field Operations Branch

cc: Joanne Chan, West Valley Water District, jchan@wwwd.org