

WEST VALLEY WATER DISTRICT 855 W. Base Line Road Rialto, CA 92376 PH: (909) 875-1804 FAX: (909) 875-1849

SAFETY & TECHNOLOGY COMMITTEE MEETING AGENDA

TUESDAY, JUNE 14^{TH} , 2022- 6:00 PM

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

<u>Teleconference Notice:</u> In an effort to prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20 and the order of the County of San Bernardino dated March 17, 2020, there will be no public location for attending this Committee Meeting in person. Members of the public may listen and provide public comment via telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790 or you may join the meeting using Zoom by clicking this link: https://us02web.zoom.us/j/8402937790. Public comment may also be submitted via email to administration@wvwd.org. If you require additional assistance, please contact the Executive Assistant at administration@wvwd.org.

BOARD OF DIRECTORS

Director Greg Young (Chair) Director Kelvin Moore

1. CONVENE MEETING

2. PUBLIC PARTICIPATION

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

3. DISCUSSION ITEMS

- A. General Updates to the Safety Committee
- B. On-Premise vs. Hosted Communications Systems

C. Electrical Panel Upgrade- Server Room

4. ADJOURN

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Safety & Technology Committee Agenda at the District Offices on June 9th, 2022.

Maisha Mesa, Executive Assistant



BOARD OF DIRECTORS SAFETY AND TECHNOLOGY COMMITTEE STAFF REPORT

DATE: June 14, 2022

TO: Safety and Technology Committee FROM: Van Jew, Acting General Manager

SUBJECT: DISCUSSION ABOUT ON-PREMISE VS HOSTED COMMUNICATIONS

SYSTEMS

BACKGROUND:

West Valley Water District, (the "District"), maintains an on-premise Cisco Unified Communications system to provide the phone, voicemail, and other communications services necessary to support business operations. The system is supported by two specialized servers that are approaching the end of their useful lifecycle. In addition, the system software is due for an upgrade. The FY 2022 Capital Budget included funding of \$36,000 for Project W22016 "Cisco VoIP Phone System Physical Server Replacement" to replace those two specialized servers and upgrade the software.

When the current system was implemented about 14 years ago, on-premise systems were the only feasible option as hosted systems were just being developed. In the years since, hosted systems, also referred to as unified communications as a service (UCaaS), have matured. Because the current system is due for both hardware replacement and software upgrades, now is an appropriate time to assess whether the District should switch from the current on-premise communications system to UCaaS, or proceed with upgrading the current on-premise communications system.

DISCUSSION:

There are many factors to consider in assessing whether to continue with the current on-premise communications system or change to a UCaaS. The table below highlights the key considerations.

	On-Premise	UCaaS			
Cost	Higher capital costs for hardware, (server & phones). Periodic costs for software upgrades. Annual costs for licensing and telecommunications services.	Lower capital costs for phones only Monthly subscription fees, which ar usually based on the number of user and the features selected.			
Control	District owns the system and has complete control over configuration. Responsible for hardware upgrades and software updates.	Provider owns the system, but the District would have control over the configuration. Provider is responsible for hardware upgrades and software updates. This typically results in having access to the newest technology sooner.			
Accessibility	In general, requires staff to be onsite. Call forwarding and limited features tend to be available for remote users.	Designed to support remote users. Accessible on desktop, computers, and smartphones.			
Scalability	Adding users and changing system configuration requires more effort. Once purchased, additional user licenses don't get returned for refunds.	Typically, very easy to add users and change the system configuration. User licenses and features can usually be changed on an as needed basis.			
Business Continuity and Reliability	In the event of a disaster, recovery options are limited to those available onsite.	Most UCaaS providers maintain Tier 3 data centers, which have multiple recovery systems in place.			
Security	Security is maintained by staff, which is knowledgeable, but also limited in resources.	Providers typically have dedicated cybersecurity resources and robust physical security.			
Expertise	District staff is knowledgeable and capable of handling the day-to-day maintenance of the system. However, software upgrades and major system configuration changes require the assistance of voice/UC engineers,	Providers have dedicated technical support resources with voice/UC expertise.			

The issue of cost requires some additional analysis, but separate from that, the other key considerations offer strong support for switching from the current on-premise communications system to UCaaS. The cost analysis below annualizes the hardware replacement costs, the software upgrade costs, and the licensing costs. That annualized cost provides for a more apples-to-apples comparison with the estimated UCaaS costs for three selected vendors.

Estimated UCaaS Costs

Detail Cost/Yr Provider One-time **Annual** Cost Yrs 5 3CX 2 Cisco Servers 3,085 15,425 14,365 6,319 3 7,000 RingCentral 28,560 Software upgrades 21,000 9,370 1 9,370 5,500 39,180 PRI Service (telecom connection) 8x8 10,773 1 10,773 Cisco UC licensing Infortel Call Reporting licensing 10,735 3 3,578 3 Verint Call Recording licensing 7,160 2,387

Current Phone System Costs Annualized

The one-time costs for 3CX and 8x8 include implementation, training, and the cost of replacing the current desktop phones, which are not compatible with the system. The annual costs for 3CX are based on the anticipated maximum number of concurrent calls that would be required. The annual costs for RingCentral and 8x8 are based on the number and type of users. Based on this preliminary analysis, switching from the current on-premise communications system to UCaaS could be done at roughly the same cost or even at a reduced cost.

36,193

Staff recommends continuing the due diligence process to identify the most appropriate UCaaS solution/vendor and will report back to the Committee at a future meeting.

FISCAL IMPACT:

The Capital and Operating costs of the current system are already included in the budget. Aside from staff time, there is no cost to continuing to explore options for switching to UCaaS.

STAFF RECOMMENDATION:

This agenda item is for informational purposes only, no action required.

Respectfully Submitted,

Van Jew

Van Jew, Acting General Manager

VJ:js



BOARD OF DIRECTORS SAFETY AND TECHNOLOGY COMMITTEE STAFF REPORT

DATE: June 14, 2022

TO: Safety and Technology Committee FROM: Van Jew, Acting General Manager

SUBJECT: CONSIDER AWARD OF CONTRACT FOR ELECTRICAL PANEL

UPGRADE - SERVER ROOM

BACKGROUND:

This project involves an upgrade to the electrical panel in the District's server room. The existing panel is at capacity and cannot accommodate the addition of any additional equipment.

DISCUSSION:

Information Technology staff worked with the District's Electrical & Instrument Specialist to develop the specifications for the upgrade and then obtained three quotes for the project, (see Attachments A, B, & C). The table below reflects the results:

Contractor	Price		
Rancho Pacific Electric Construction, Inc.	\$11,500.00		
Hydro Industrial Electric Corp.	\$14,650.00		
KSM Electric Inc.	\$20,397.99		

Staff's first choice is Rancho Pacific Electric Construction, Inc. as their quote met the project specifications and was the lowest at \$11,500.00.

FISCAL IMPACT:

The FY 2021 – 2022 Capital Budget includes \$15,000.00 for W19050 Electrical Panel Upgrade - Server Room.

STAFF RECOMMENDATION:

Staff recommends that the Committee forward a recommendation to the Board of Directors to authorize staff to retain Rancho Pacific Electric Construction, Inc. in the amount of \$11,500 to upgrade the electrical panel in the District's server room.

Respectfully Submitted,



Van Jew, Acting General Manager

VJ:js

ATTACHMENT(S):

- 1. Attachment A Rancho Pacific Electric Construction Inc
- 2. Attachment B Hydro Industrial Electric Corp
- 3. Attachment C KSM Electric Inc

Attachment – A

Rancho Pacific Electric Construction, Inc. \$11,500.00



March 28, 2022

West Valley Water District

855 W. Baseline Rd. Rialto, CA 92376

RE: West Valley Water District Server Room Panel - Rialto, CA

ATTN: Albert Clinger

We are pleased to submit our proposal on the above reference project, a complete electrical installation per job site visit on Monday, March 21, 2022.

Inclusions:

- 1. Provide 100-amp feeder from existing main switchboard to existing server room
- 2. Provide 100-amp 3-phase 4-wire 120/208-volt panel board
- 3. Provide one (1) surface mount L6-30 receptacle for proposed new server
- 4. Branch wiring from new panel for receptacles
- 5. Fire proofing of penetrations required by this scope of work
- 6. Labor to remove and reinstall ceiling tiles as needed for this scope
- 7. Prevailing Wage Requirements and/or certified payroll requirements
- 8. All work to be done during normal working hours (Monday Friday)

Excludes:

- 1. All permits, fees and bond. (Add 2% Bond if required)
- 2. All demolition and/or disposal fees/charges
- 3. Any cost associated with shift differential and/or premium time pay
- 4. CAD drawing fees
- 5. All low voltage systems and cabling including but not limited to: fire alarm, telephone, data and security
- 6. X-raying of slabs and/or walls
- 7. Warranty on owner furnished and/or relocated items

NOTE: Rancho Pacific Electric Construction shall not be responsible for any failure of their manufactures and/or vendors to perform, or delay in performance of, its obligations resulting in procuring materials or equipment resulting from COVID-19 pandemic or any future epidemic and Rancho Pacific Electric shall not be entitled to any damages resulting thereof.

Our price for based upon the aforementioned inclusions and exclusions is: \$ 11,500.00

This proposal is subject to review after thirty (30) calendar days.

If there are any questions please feel free to contact me at the office

Respectfully submitted,

Doug Munsey – Chief Estimator 909-476-1022 dougm@rpeinc.net

Attachment – B

Hydro Industrial Electric Corp. \$14,650.00

Hydro Industrial Electric Corp.

License # 978977



Date:
Invoice #
Customer ID:
Purchase Order #
Payment Due by:

April 2, 2018

WVWD2231

WVWD

April 2, 2018

Bill To:

West Valley Water District 855 W Baseline Road Rialto CA 92376 909-875-1804

Attn: John Martin

Ship To (If Different):

IT Sub Panel Installation

Description	Line	Total
1. Provide and install conduit and wire for 100 amp 3 phase 4 wire sub panel in IT server room from electrical room.		
2. Install conduit above drop ceiling and will install a pull point (junction box if needed) to IT server room. HIEC will		
match existing sub panel that is currently located in server room if this panel is still available or equal/above. Also,		
relocate existing thermostat if need be.		
3. Core drill concrete wall with dry core bit to get conduit through the electrical room per drawing received.		
Special Notes and Instructions Subtotal	\$	

Special Notes and Instructions

Thank you for the opprotunity for Hydro Industrial Electric to present our bid for the WTP CB1 MCC Project. If you have any questions or comments please contact Norwell Froboese at 909-917-7104.

 Subtotal
 \$ 14,650.00

 Sales Tax
 \$

 S&H
 \$

 Discount
 \$

Total \$ 14,650.00

Make all checks payable to Hydro Industrial Electric Corp.

Thank you for your business!

Should you have any enquiries concerning this invoice, please contact Norwell Froboese on 909-917-7104

10920 King Street, Redlands, CA, 92374

Tel: 909-917-7104 Fax: E-mail: norwell@hydroindusrialelectric.com

Attachment – C

KSM Electric Inc. \$20,397.99

KSM Electric Inc.

1090 5th Street Unit 114 Calimesa, Ca. 92320

Phone # (909)795-8886 Fax # (909)795-8884

Quote

Date	Quote #		
3/16/2022	651		

Name / Address	
West Valley Water District 855 W. Base Line Road	
Rialto, Ca. 92377	

Ship To
West Valley Water District 855 W. Base Line Road Rialto, Ca. 92377

	Terms		FOB	Pro	Project	
	Net 30 Jo		ob Site	IT Room Sub Panel		
Description		Qty	Rate	Total		
Quote to Install 1 - 100 amp 3 phase 4 wire 120/240 volt Sub Pa Quote to include: Supply and install 1 Square D 3 Phase 4 Wire 120/240 volt Lig 100 amp main breaker. Supply and install New 100 amp 3 pole sub Breaker in existing Supply and install approximately 100 feet of 2" EMT from exist sub panel. Includes all fittings and mounting hardware required. Supply and install approximately 560 feet of #4 THHN with 140 Square D 42 circuit 100 amp 3 Phase 4 Wire Sub-Panel Conduit, Fittings and mounting hardware Wire and connectors Field Service Labor / Journeyman Electrician Sales Tax	hting panel Surface Morcustomer distribution pairing distribution panel to	anel.	1 1 1 65 1	4,253.00 3,589.00 2,945.00 135.00 835.99	4,253.00 3,589.00 2,945.00 8,775.00 835.99	

Thank you for your business.

Total

\$20,397.99