



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

REGULAR BOARD MEETING
AGENDA

Thursday, October 1, 2026, 6:00 PM

BOARD OF DIRECTORS

Kelvin Moore, President
Angela Garcia, Vice President
Estevan Bennett, Director
Daniel Jenkins, Director
Gregory Young, Director

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

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

If you require additional assistance, please contact administration@wvwd.org.

A. CALL TO ORDER

B. ROLL CALL OF BOARD MEMBERS

C. APPROVAL OF ANY BOARD MEMBERS REQUESTS FOR REMOTE PARTICIPATION

D. PLEDGE OF ALLEGIANCE

E. OPENING PRAYER

F. ADOPT AGENDA

G. PUBLIC PARTICIPATION - CLOSED SESSION

Members of the public are welcome to address the Board of Directors ONLY on those items listed on the Closed Session agenda. Each member of the public will be given (3) three minutes to speak.

H. CLOSED SESSION

H1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

GOVERNMENT CODE SECTION 54957

Title: General Manager

H2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

GOVERNMENT CODE SECTION 54957

Title: General Counsel

H3. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9

One potential case

I. PUBLIC PARTICIPATION

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

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

J. CONSENT CALENDAR

J1. Approve Minutes of the September 17, 2026 Regular Board Meeting

J2. Professional Services Agreement with SDI Presence, LLC for an IT Master Plan

K. BUSINESS MATTERS

Consideration Of:

- K1. Consideration of Closed Session Placement on Board of Directors Meeting Agendas

L. REPORTS - LIMITED TO 5 MINUTES MAXIMUM

- L1. Board Committee Reports
- L2. Board Members
- L3. General Manager
- L4. Assistant General Manager
- L5. Chief Financial Officer
- L6. Legal Counsel
- L7. Board Secretary

Upcoming Meetings:

October 5, 2026 - Regular Safety & Technology Committee Meeting at 5:00 p.m.

October 7, 2026 - Special External Affairs Committee Meeting at 5:00 p.m.

October 8, 2026 - Regular Policy Review & Oversight Committee Meeting at 5:00 p.m.

October 12, 2026 - Regular Finance Committee Meeting at 5:00 p.m.

October 14, 2026 - Regular Human Resources Committee Meeting at 6:00 p.m.

Upcoming Community Events:

October 3, 2026 - Move with MADD at 7:00 a.m.

October 8, 2026 - Fontana Chamber of Commerce Monthly Membership Meeting at 11:00 a.m.

October 8, 2026 - State of San Bernardino County at 4:30 p.m.

Upcoming Educational & Training Opportunities:

October 19, 2026 - ASBCSD General Membership Dinner at 5:30 p.m.

November 19, 2026 - Southern California Water Coalition Annual Dinner at 5:00 p.m.

December 1 - 3, 2026 - ACWA 2026 Fall Conference

M. ADJOURN

Please Note:

Material related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet is available for public inspection in the District's office located at 855 W. Base Line Road, Rialto, CA 92376, 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, to attend or participate in the above agenda public meeting should be directed to the Board Secretary, Brandon Yoshida, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Brandon Yoshida may be contacted by telephone at (909) 875-1804 ext. 703, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.

DECLARATION OF POSTING:

I hereby declare under penalty of perjury, that I am employed by the West Valley Water District, and that the foregoing agenda was posted at the District Office's bulletin boards and the District website at www.wvwd.org on September 24, 2026, by 6:00 pm., in compliance with the provisions of the Brown Act.

Brandon Yoshida

Brandon Yoshida, Board Secretary

Date Posted: September 24, 2026

REGULAR BOARD OF DIRECTORS MEETING
of the
WEST VALLEY WATER DISTRICT
September 17, 2026

OPENING CEREMONIES

Call to Order – 6:01 p.m.

Roll Call of Board Members

Attendee Name	Present	Absent	Arrived
Directors			
Kelvin Moore	☒	☐	
Angela Garcia	☒	☐	
Estevan Bennett	☒	☐	
Daniel Jenkins	☒	☐	
Gregory Young	☒	☐	
General Counsel			
Henry Castillo	☒	☐	
Staff			
John Thiel	☒	☐	
Linda Jadeski	☒	☐	
Jose Velasquez	☒	☐	
Joanne Chan	☒	☐	
Rocky Welborn	☒	☐	
Haydee Sainz	☒	☐	
Brandon Yoshida	☒	☐	
Socorro Pantaleon	☒	☐	
Albert Clinger	☒	☐	

Approval of Any Board Member Requests for Remote Participation – None.

Pledge of Allegiance – The Pledge of Allegiance was led by Director Young.

Opening Prayer – The Invocation was offered by Pastor Jackson.

ADOPT AGENDA

Motion to adopt the agenda, as amended to hear the Closed Session and Closed Session Item H1 after Section M – Reports.

RESULT:	ADOPTED [5-0]
MOVER:	Daniel Jenkins
SECONDER:	Gregory Young
AYES:	Kelvin Moore, Angela Garcia, Daniel Jenkins, Estevan Bennett, Gregory Young

PUBLIC PARTICIPATION

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

CLOSED SESSION

H1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
GOVERNMENT CODE SECTION 54957
Title: General Manager

The Board of Directors heard the Closed Session after Section M – Reports.

The Board of Directors recessed the Regular Board of Directors Meeting and convened in Closed Session at 6:57 p.m.

President Moore left the meeting at 7:00 p.m.

The Board of Directors adjourned Closed Session at 7:27 p.m. and reconvened the Regular Board of Directors Meeting at 7:27 p.m. with all Board Members present.

Vice President Garcia asked General Counsel if there was any reportable action from Closed Session. General Counsel Castillo stated that there was no reportable action.

PRESENTATIONS

J1. Water Conservation Update

The Board of Directors asked staff for a presentation. Director of Engineering Rocky Welborn introduced the topic, and Water Conservation Specialist Daniel Moreno provided an in-depth analysis of the District's Water Conservation efforts.

The Board of Directors thanked Mr. Moreno for his thorough presentation and the information provided.

CONSENT CALENDAR

- K1. Minutes for the September 3, 2026 Regular Board Meeting
- K2. Board Compensation / Expense Reports
- K3. Approve Second Amendment to Reimbursement Agreement with San Bernardino Valley Municipal Water District for Hidden Valley Wetlands Mitigation Project
- K4. Resolution No. 2026-15 - Approval and Adoption of the SCADA Master Plan
- K5. Delegation of Limited Authority to Accept Completed District Public Works and Record Notices of Completion
- K6. Purchase Order Report - August 2026
- K7. Treasurer's Report - July 2026

- K8. Monthly Cash Disbursements Report - August 2026
- K9. Revenue and Expenditures Report - August 2026
- K10. Escheatment for Unclaimed Money Fiscal Year 2026-27

Motion to adopt Consent Calendar.

RESULT:	ADOPTED [5-0]
MOVER:	Daniel Jenkins
SECONDER:	Vice President Garcia
AYES:	Kelvin Moore, Angela Garcia, Daniel Jenkins, Estevan Bennett, Gregory Young

BUSINESS MATTERS

- L1. Award a Construction Contract with Dominguez General Engineering, Inc. and Approve Task Order with Albert A. Webb Associates for the Bloomington Alleyway Main Replacement Phase 3B Project (W25036)

Director of Engineering Rocky Welborn provided a brief introduction to the item, and Project Manager Natalia Avila provided the presentation.

The Board of Directors asked whether the amended Exhibit A changed the project's overall total budget. Project Manager Avila confirmed that the contract amount was not changed and that only additional items were added to the scope, as recommended by legal counsel.

Motion to Approve a Construction Contract with Dominguez General Engineering, Inc. in the amount of \$4,427,861.00 for the construction services for W25036 - Bloomington Alleyway Main Replacement Phase 3B Project, and authorization to approve up to \$442,786.10 for 10% construction contract contingencies as allowable per the Public Contract Code for a Total Contract Value of \$4,870,647.10; approve a New Task Order with Albert A. Webb Associates in the amount of \$161,100 for engineering support and as-needed inspection services during construction for CIP Project No. W25036; and authorize the General Manager to execute all necessary documents.

RESULT:	ADOPTED [5-0]
MOVER:	Daniel Jenkins
SECONDER:	Gregory Young
AYES:	Kelvin Moore, Angela Garcia, Daniel Jenkins, Estevan Bennett, Gregory Young

- L2. Proposed Job Description - Engineering Assistant - Intern, 1,000-hour

Human Resources & Risk Manager Haydee Sainz provided a summary of the staff report for Items L2 and L3 together.

Motion to approve Item L2, the Engineering Assistant - Intern, 1000-hour job description and salary schedule, and Item L3, the Administrative Assistant - Intern, 1000-hour job description and salary schedule.

RESULT:	ADOPTED [5-0]
MOVER:	Angela Garcia
SECONDER:	Daniel Jenkins
AYES:	Kelvin Moore, Angela Garcia, Daniel Jenkins, Estevan Bennett, Gregory Young

L3. Proposed Job Description - Administrative Assistant - Intern, 1,000-hour

Human Resources & Risk Manager Haydee Sainz provided a summary of the staff report for Items L2 and L3 together. Item L3 was approved as part of the motion, second, and roll-call vote taken under Item L2.

REPORTS - LIMITED TO 5 MINUTES MAXIMUM

1. Board Committee Reports

Vice President Garcia reported on updates from the Finance Committee.

Director Jenkins reported on updates from the Safety & Technology Committee.

Director Bennett reported on updates from the Human Resources Committee.

2. Board Members

No reports.

3. General Manager

General Manager Thiel reported on ongoing recruitment efforts and reviewed feedback on the Summer Internship Program.

4. Assistant General Manager

Assistant General Manager Jadeski reported on the sanitary survey conducted by the State Water Resources Control Board, for which Director of Operations Joanne Chan was well prepared and assisted the State Water Resources Control Board staff as needed. Ms. Chan has also already followed up on the survey results with the State Water Resources Control Board, addressing any questions the survey may have brought about.

5. Chief Financial Officer

Chief Financial Officer Jose Velasquez reported on the ongoing progress with the Interim Audit Process with external auditors, the review of first-quarter financial performance, and shared that the Assistant General Manager, Human Resources & Risk Manager, and Chief Financial Officer met with Shuster Advisory Group to review the District's 457(B) and 401(A) plans.

6. Legal Counsel

Legal Counsel Castillo provided an update on SB 1126, which establishes additional transparency requirements for agencies regarding financial information being posted on the agency's website, and

SB 1036, which changes the calculations for water capacity charges. Legal Counsel will continue to monitor and provide updates as they become available on these bills, and any others that may apply to the District.

7. Board Secretary

Board Secretary Yoshida provided an update on upcoming meetings and events and provided a brief 2026 General Election Update from the San Bernardino County Registrar of Voters Office.

ADJOURN

Vice President Garcia adjourned the meeting at 7:27 p.m.

ATTEST:

Brandon Yoshida, Board Secretary

Minutes were approved on October 1, 2026, by the Board of Directors of the West Valley Water District.



STAFF REPORT

DATE: October 1, 2026
TO: Board of Directors
FROM: Jon Stephenson, Director of Technical Services
SUBJECT: Professional Services Agreement with SDI Presence, LLC for an IT Master Plan

STRATEGIC GOAL:

Strategic Goal 1 - Manage and Deliver a Safe, Reliable, and Sustainable Water Supply; Objective 1E. Ensure Operational Continuity through Comprehensive Physical and Cyber Security

Strategic Goal 5 – Apply Sound Planning, Innovation, and Best Practices; Objective 5A. Increase Operational Efficiency, Resiliency, and Reliability

MEETING HISTORY:

09/15/26 - Special Safety and Technology Committee Meeting

BACKGROUND:

It is best practice to prepare an Information Technology ("IT") Master Plan every five (5) years to align an organization's technology capabilities with its broader business goals as outlined in the Strategic Plan.

DISCUSSION:

West Valley Water District ("District") has not previously developed or adopted a formal IT Master Plan. Staff issued a Request for Proposal ("RFP") to prepare a comprehensive IT Master Plan for the current and future District needs. This RFP was posted on PlanetBids. The District received proposals from seven (7) Consulting firms: Avero Advisors; BerryDunn; BuzzClan, LLC; SDI Presence, LLC; Solutionz, Inc; The OMNI Group, LLC; and Timmons Group. The seven (7) proposals received included similar qualifications and technical expertise.

To determine the best value for the District, staff ensured that all proposals received met the minimum requirements in the scope of work. Staff evaluated and scored the proposals based on the scoring criteria described in the RFP, and SDI Presence, LLC received the highest rating. Attached as Exhibit A is the standard District Professional Services Agreement with SDI Presence, LLC, which includes the negotiated scope of work.

This item is in support of the District's Strategic Plan Goal for managing and delivering a safe, reliable, and sustainable water supply by ensuring operational continuity through comprehensive physical and cyber security, as well as the District's Strategic Plan Goal of applying sound planning, innovation, and best practices to increase operational efficiency, resiliency, and reliability.

FISCAL IMPACT:

The cost to perform the services for the development of the IT Master Plan as proposed by SDI Presence, LLC is \$115,960.00. This item is included in the Fiscal Year 2026/27 Department Budget under GL Account 100-5640-525-5316 for \$150,000.

REQUESTED ACTION:

It is respectfully recommended that the Board of Directors:

1. Approve a Professional Services Agreement and Task Order No. 1 with SDI Presence, LLC in the amount of \$115,960.00 for IT Master Planning Services; and,
2. Authorize the General Manager to execute all necessary documents.

Attachments

[Attachment A - Professional Services Agreement SDI Presence, LLC 9.2.2026.pdf](#)

ATTACHMENT A

PROFESSIONAL SERVICES AGREEMENT – SDI PRESENCE, LLC



West Valley Water District

AGREEMENT FOR PROFESSIONAL SERVICES

With

SDI Presence, LLC

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AGREEMENT FOR PROFESSIONAL SERVICES

This AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") effective as of this 1st day of October, 2026 ("Effective Date") is by and between West Valley Water District ("District") and SDI Presence, LLC ("Consultant"). The District and Consultant may be collectively referred to as the "Parties" and individually as a "Party."

RECITALS

A. The Parties desire to enter into this Agreement for the purpose of setting forth the terms and conditions upon which Consultant shall provide certain services to District.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

Section 1. Term of Agreement.

- (a) Subject to subsection (b) below, the term of this Agreement will be for a period of one (1) year commencing on the Effective Date and terminating one (1) year after the Effective Date.
- (b) This Agreement shall renew automatically for continuous one (1) year periods for no more than two (2) additional years, unless either Party, prior to the end of the existing one (1) year period, delivers written notice to the other Party, that the Agreement shall not be extended.
- (c) If a Task Order (as defined herein) is in effect at the expiration of the term of this Agreement, the term of this Agreement will automatically extend until Consultant completes the services under said Task Order, or until the Agreement is otherwise terminated, as set forth herein.

Section 2. Scope and Performance of Services.

- 2.1** (a) District may, from time to time, by written instructions from the District's General Manager or Assistant General Manager, or their designee, ("Authorized Representative") issue task orders ("Task Orders") to the Consultant. The Task Order shall be in such form and content as shall be set forth on Exhibit "A" attached hereto and by this reference incorporated herein. The Task Order shall set forth: (1) the scope of services to be performed by Consultant; (2) the compensation to be paid to Consultant; and (3) the time to complete the Task Order. The provisions of this Agreement shall apply to all such Task Orders.
- (b) For each Task Order, Consultant shall confer, as requested, with District representatives to review progress of work elements, adherence to work schedule, coordination of work, scheduling of review and resolution of problems which may develop.

2.2 Consultant will furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space and facilities, and all tests, testing and analyses, calculation, and all other means whatsoever, except as otherwise expressly specified in this Agreement, necessary or proper to perform and complete the services required of Consultant under this Agreement.

2.3 Consultant's designated representative(s) who are authorized to act on its behalf and to make all decisions in connection with the performance of services under this Agreement are listed in Exhibit "B" attached hereto and by this reference incorporated herein ("Key Personnel"). Consultant shall not substitute or remove Key Personnel without the prior written consent of District.

2.4 Consultant represents and warrants that it has the qualifications, experience, and facilities necessary to properly perform the services required under this Agreement in a thorough, competent, and professional manner. Notwithstanding Section 3 below, in the event Consultant utilizes the services of subcontractors or sub-consultants, Consultant assumes sole and complete responsibility for the performance of the subcontractor or sub-consultant to the specifications provided hereunder for Consultant's work, and no adjustment will be made to Consultant's requirements under this Agreement for timely completion of services, complete performance of services, or delivery of products or deliverables in a timely fashion, and no adjustment will be made to performance deadlines, or compensation due to Consultant, due to or arising from issues Consultant may have with any subcontractor or sub-consultant. Consultant will at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described in this Agreement. In meeting its obligations under this Agreement, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Consultant under this Agreement.

- (1) Consultant warrants it will perform its services, as more particularly described in this Agreement and each Task Order in accordance with generally accepted professional practices and current standards of care and diligence normally practiced by members of the profession currently practicing under conditions of a similar nature. Consultant shall perform, at its own cost and expense and without reimbursement from the District, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein.

2.5 Neither District nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this

Agreement, such circumstances include a Force Majeure Event. A Force Majeure Event shall mean an event that materially affects the Consultant's performance and is one or more of the following: (1) Acts of God or other natural disasters occurring at the project site; (2) terrorism or other acts of a public enemy; (3) orders of governmental authorities (including, without limitation, unreasonable and unforeseeable delay in the issuance of permits or approvals by governmental authorities that are required for the services); and (4) pandemics, epidemics or quarantine restrictions. For purposes of this section, "orders of governmental authorities," includes ordinances, emergency proclamations and orders, rules to protect the public health, welfare and safety. Should such a Force Majeure Event occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Delays shall not entitle Consultant to any additional compensation regardless of the Party responsible for the delay. Notwithstanding the foregoing, District may still terminate this Agreement in accordance with the termination provisions of this Agreement.

Section 3. Additional Services and Changes in Services

3.1 Consultant will not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to or outside of those set forth in the Task Orders unless such additional services are authorized in advance and in writing by District.

3.2 If Consultant believes that additional services are needed to complete a Task Order, Consultant will provide the Authorized Representative with written notification describing the proposed additional services, the reasons for such services, and a detailed proposal regarding cost.

3.3 District may order changes to a Task Order, consisting of additions, deletions, or other revisions, and the compensation to be paid Consultant will be adjusted accordingly. All such changes must be authorized in writing and executed by Consultant and District. The cost or credit to District resulting from changes in a Task Order will be determined by the written agreement between the Parties.

Section 4. Familiarity with Services and Site

4.1 By executing this Agreement, Consultant warrants that Consultant shall, prior to undertaking a Task Order:

- (a) investigate and consider the services to be performed;

- (b) carefully consider how and within what time frame the services should be performed;
- (c) understand the facilities, difficulties, and restrictions attending performance of the services under a Task Order; and
- (d) possesses all licenses required under local, state or federal law to perform the services contemplated by a Task Order and maintain all required licenses during the performance of such Task Order.

4.2 If services involve work upon any site, Consultant warrants that Consultant has or will investigate the site and will be fully acquainted with the conditions there existing, before commencing its services under a Task Order. Should Consultant discover any latent or unknown conditions that may materially affect the performance of services, Consultant will immediately inform District of such fact and will not proceed except at Consultant's own risk until written instructions are received from the District.

Section 5. Compensation and Payment.

5.1 In no event shall the total amount paid for services rendered by Consultant under this Agreement and all Task Orders issued hereunder exceed the sum of the Task Orders. Subject to any limitations set forth in this Agreement, District agrees to pay Consultant the amounts shown in a Task Order.

5.2 Consultant shall furnish District monthly with an original invoice for all services performed and expenses incurred under a Task Order during the preceding month in accordance with the fee schedule set forth in the Task Order. The invoice must detail charges by the following categories: labor (by subcategory), reimbursable costs, subcontractor contracts and miscellaneous expenses. The invoice must list, as applicable, the hours worked and hourly rates for each personnel category, the tasks performed, the percentage of the task completed during the billing period, the cumulative percentage completed for each task, and the total cost of the services.

5.3 District will independently review each invoice submitted by Consultant to determine whether the work performed and expenses incurred are in compliance with this Agreement and the Task Order. In the event that no charges or expenses are disputed, the invoice will be approved and paid. In the event any charges or expenses are disputed by District, the original invoice will be returned by District to Consultant for correction and resubmission.

5.4 Except as to any charges for work performed or expenses incurred by Consultant that are disputed by District, District will use its best

efforts to cause Consultant to be paid within thirty (30) days of receipt of Consultant's invoice.

5.5 No payment or partial payment to Consultant shall constitute acceptance of any work completed by Consultant or waive any claims by the District for any reason whatsoever.

Section 6. Required Documentation Prior to Performance.

6.1 Consultant will not perform any services under this Agreement until:

(a) Consultant furnishes proof of insurance ("Insurance") as required under Exhibit "C" attached hereto and by this reference incorporated herein; and

(b) Consultant provides District with a Taxpayer Identification Number.

6.2 The District will have no obligation to pay for any services rendered by Consultant in advance of receiving written authorization to proceed for each Task Order, and Consultant acknowledges that any such services are at Consultant's own risk.

Section 7. Project Documents.

7.1 All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer programs, files and other documents (collectively, "Project Documents") prepared, developed or discovered by Consultant in the course of providing services under this Agreement will become the sole property of District and may be used, reused or otherwise disposed of by District without the permission of Consultant. Consultant will take such steps as are necessary to perfect or protect the ownership interest of District in such Project Documents. Upon completion, expiration or termination of this Agreement, Consultant shall turn over to District all such original Project Documents in its possession; provided, however, that Consultant may retain copies of Project Documents.

7.2 Except as necessary for the performance of services under this Agreement, no Project Documents prepared under this Agreement, will be released by Consultant to any other person or entity without District's prior written approval. All press releases, including graphic display information to be published, must be approved and distributed solely by District, unless otherwise agreed to in writing by District.

Section 8. Consultant's Books and Records.

8.1 Consultant shall maintain any and all documents and records demonstrating or relating to Consultant's performance of services under this

Agreement. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to District under this Agreement. Any and all such documents or records must be maintained in accordance with generally accepted accounting principles and must be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by Consultant under this Agreement. Any and all such documents or records must be maintained for three (3) years following the final payment for each Task Order.

8.2 Any and all records or documents required to be maintained by this section must be made available for inspection, audit and copying, at any time during regular business hours, upon written request by District or its designated representatives. Copies of such documents or records must be provided directly to District for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records must be made available at Consultant's address indicated for receipt of notices in this Agreement.

8.3 Where District has reason to believe that any of the documents or records required to be maintained by this section may be lost or discarded due to dissolution or termination of Consultant's business, District may, by written request, require that custody of such documents or records be given to a person or entity mutually agreed upon and that such documents and records thereafter be maintained by such person or entity at Consultant's expense. Access to such documents and records shall be granted to District, as well as to its successors-in-interest and authorized representatives.

Section 9. Status of Consultant.

9.1 Consultant is and will at all times remain a wholly independent contractor and not an officer or employee of District. Consultant has no authority to bind District in any manner, or to incur any obligation, debt or liability of any kind on behalf of or against District, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by District.

9.2 The personnel performing the services under this Agreement on behalf of Consultant will at all times be under Consultant's exclusive direction and control. Neither District, nor any elected or appointed boards, officers, officials, employees or agents of District, will have control over the conduct of Consultant or any of Consultant's officers, subcontractors or sub-consultants, employees or agents, except as provided in this Agreement. Consultant warrants that it will not at any time or in any manner represent

that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of District.

9.3 Neither Consultant, nor any of Consultant's officers, employees or agents, will obtain any rights to retirement, health care or any other benefits which may otherwise accrue to District's employees. Consultant expressly waives any claim to any such rights or benefits.

Section 10. Compliance with Applicable Laws and California Labor Code.

10.1 Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement.

10.2 Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the District, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

10.3 If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Agreement and require the same of any subconsultants, as applicable. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

10.4 This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the District. Consultant shall defend, indemnify and hold the District, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

Section 11. Conflicts of Interest.

Consultant covenants that neither Consultant, nor any officer, principal nor employee of its firm, has or will acquire any interest, directly or indirectly, that would conflict in any manner with the interests of District or that would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that neither Consultant, nor any officer, principal or employee of its firm will make, participate in the making, or in any way attempt to use the position of Consultant to influence any decision of the District in which Consultant knows or has reason to know that Consultant, or any officer, principal or employee of Consultant has a financial interest as defined in Government Code section 87103.

Section 12. Confidential Information; Release of Information.

12.1 All information gained or work product produced by Consultant in performance of this Agreement will be considered confidential to the full extent permitted by law, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than District without prior written authorization from an Authorized Representative, except as may be required by law.

12.2 Consultant, its officers, employees, or agents, shall not, without prior written authorization from an Authorized Representative or unless requested by the District counsel, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order will not be considered "voluntary" provided Consultant gives District notice of such court order or subpoena.

12.3 If Consultant, or any officer, employee, or agent of Consultant, provides any information or work product (including Project Documents) in violation of this Agreement, then District shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys' fees related to any unauthorized disclosure by consultant or, caused by or incurred as a result of Consultant's conduct.

12.4 Consultant shall promptly notify District should, Consultant, its officers, employees, or agents be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the services performed under this Agreement. District retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with District and to provide District with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by District to control, direct, or rewrite such response.

Section 13. Indemnification.

13.1 Consultant covenants and agrees that, during the term of this Agreement, any injury suffered as a result of Consultant's services shall be the sole responsibility of Consultant and its successors and assigns and District shall not be liable to Consultant, or any other person or persons whatsoever for any such injury, loss or damage to persons or property unless caused by the sole negligence or intentional acts of District or its Representatives (as solely defined below).

13.2 To the fullest extent permitted by law, Consultant shall defend, indemnify and hold District, its officers, directors and Representatives ("District Indemnitees") harmless from and against any and all claims, costs, liabilities, debts, demands, suits, actions, causes of action, obligations, proceedings, damages, judgments, liens and expenses of whatever nature, including attorneys' fees and disbursements (collectively, "Claims") which may be made against the District Indemnitees arising out of or in connection with (a) the retention by District of Consultant's services; (b) the performance of or failure to perform, the services covered by this Agreement which is caused or occasioned by any act, action, neglect on the part of Consultant, or its Representatives, in the performance of this Agreement and the services provided under this Agreement; (c) the death and/or injury to any person or damage to any property (real or personal) and/or economic loss which may be caused or is claimed to have been caused, by the negligence, act or omission of Consultant or its Representatives ; (d) any violation or alleged violation by Consultant of any law or regulation now or hereafter enacted; and (e) any breach by Consultant of its obligations under this Agreement. The foregoing indemnity shall not apply to the extent any such Claims are ultimately established by a court of competent jurisdiction to have been caused by the sole negligence or willful misconduct of the District Indemnitees or any of them. District shall make all decisions with respect to its representation in any legal proceeding concerning this section. If Consultant fails to do so, District shall have the right, but not the obligation, to defend the Claim and charge

all of the direct or incidental costs of such defense, including attorneys' fees and costs, to Consultant and to recover the same from Consultant. The term "Representatives" shall mean employees, representatives, agents, contractors, subcontractors or any other persons directly or indirectly employed by any one of the foregoing or reasonably under the control of any of the foregoing or for whose acts any of the foregoing may be liable.

13.3 If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

Section 14. Insurance.

Consultant agrees to obtain and maintain in full force and effect during the term of this Agreement the insurance coverages listed in Exhibit "C." All insurance policies shall be subject to approval by District as to form and content. These requirements are subject to amendment or waiver if so approved in writing by an Authorized Representative.

Section 15. Assignment.

15.1 The expertise and experience of Consultant are material considerations for this Agreement. District has an interest in the qualifications of and capability of the persons and entities that will fulfill the duties and obligations imposed upon Consultant under this Agreement. Consultant may not assign or transfer this Agreement or any portion of this Agreement or the performance of any of Consultant's duties or obligations under this Agreement without the prior written consent of District. The District can withhold its approval/consent in its sole and absolute discretion. Any attempted assignment will be null and void, and will constitute a material breach of this Agreement entitling District to any and all remedies at law or in equity, including summary termination of this Agreement.

15.2 Consultant must obtain District's prior written approval before utilizing any subcontractors to perform any services under this Agreement, which said approval may be withheld in District's sole and absolute discretion. This written approval must include the identity of the subcontractor and the terms of compensation. Approval by District does not imply any agreement to or endorsement by the District as to the competency or capability of any proposed subcontractor or sub-consultant, and District

reserves any and all rights against both Consultant and such subcontractor or sub-consultant, for any failure to perform or other breach of any of the provisions of this Agreement, or the standards of performance defined herein, and no waiver is intended or to be implied by District's approval of any subcontractor or sub-consultant.

Section 16. Termination of Agreement.

16.1 District may terminate this Agreement, with or without cause, at any time by giving ten (10) calendar days written notice of termination to Consultant. In the event such notice is given, Consultant shall cease immediately all work in progress.

16.2 Upon termination of this Agreement, all property belonging exclusively to District which is in Consultant's possession, including, but not limited to, Project Documents must be returned to District immediately. Consultant shall promptly deliver to District a final invoice for all outstanding services performed and expenses incurred by Consultant as of the date of termination. If said termination occurs prior to completion of any Task Order for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by District and Consultant of the portion of such Task Order completed but not paid prior to said termination.

16.3 Consultant acknowledges District's right to terminate this Agreement as provided in this section, and hereby waives any and all claims for damages that might otherwise arise from District's termination of this Agreement. District shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

Section 17. Notices.

17.1 All written notices required or permitted to be given under this Agreement will be deemed made when received by the other Party at its respective address as follows:

To District: West Valley Water District
855 West Base Line Road
P. O. Box 920
Rialto, CA 92377
Attention: General Manager

(Tel.) 909-875-1804
(Fax) 909-875-1849

To Consultant: SDI Presence, LLC
Attention: Shoma Meyer, CFO
Address: 200 E. Randolph Street, Suite 3550
Chicago, IL 60601
Phone Number: 714-975-4150
Email: smeyer@sdipresence.com

**** Please send all invoices by:**

Email: apinvoices@wvwd.org

or

Mail: *West Valley Water District
Accounts Payable
P.O. Box 190
Rialto, CA 92377*

17.2 Notice will be deemed effective on the date personally delivered or transmitted by facsimile. If the notice is mailed, notice will be deemed given three (3) days after deposit of the same in the custody of the United States Postal Service, postage prepaid, for first class delivery, or upon delivery if using a major courier service with tracking capabilities.

17.3 Any Party may change its notice information by giving notice to the other Party in compliance with this section.

Section 18. General Provisions.

18.1 Authority to Execute. Each Party represents and warrants that all necessary action has been taken by such Party to authorize the undersigned to execute this Agreement and to bind it to the performance of its obligations hereunder.

18.2 Binding Effect. Subject to Section 15, this Agreement is binding upon the heirs, executors, administrators, successors and assigns of the Parties, including any subcontractors or sub-consultants of Consultant.

18.3 Entire Agreement. This Agreement and all attachments contain the entire, complete, final and exclusive agreement and understanding of the Parties with respect to the matters addressed in this Agreement and supersedes all other agreements or understandings, whether oral or written, between Consultant and District prior to the execution of this Agreement.

18.4 Modification of Agreement. No amendment to or modification of this Agreement will be valid unless made in writing and approved by Consultant and approved in writing by the Board of Directors of the District,

or in writing by the General Manager, if such power has been delegated to General Manager. The Parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.

18.5 Facsimile Signatures. Amendments to this Agreement will be considered executed when the signature of a Party is delivered by facsimile transmission. Such facsimile signature will have the same effect as an original signature.

18.6 Waiver. Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement will not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement will not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by District of any services by Consultant will not constitute a waiver of any of the provisions of this Agreement.

18.7 Interpretation. This Agreement will be interpreted, construed and governed according to the laws of the State of California. Each Party has had the opportunity to review this Agreement with legal counsel. The Agreement will be construed simply, as a whole, and in accordance with its fair meaning, and without resort to rules regarding draftsmanship. It will not be interpreted strictly for or against either Party.

18.8 Severability. If any provision of this Agreement shall be ruled invalid, illegal or unenforceable, the Parties shall: (a) promptly negotiate a substitute for the provisions which shall to the greatest extent legally permissible, effect the intent of the Parties in the invalid, illegal or unenforceable provision, and (b) negotiate such changes in, substitutions for or additions to the remaining provisions of this Agreement as may be necessary in addition to and in conjunction with subsection (a) above to give effect to the intent of the Parties without the invalid, illegal or unenforceable provision. To the extent the Parties are unable to negotiate such changes, substitutions or additions as set forth in the preceding sentence, and the intent of the Parties with respect to the essential terms of the Agreement may be carried out without the invalid, illegal or unenforceable provisions, the balance of this Agreement shall not be affected, and this Agreement shall be construed and enforced as if the invalid, illegal or unenforceable provisions did not exist.

18.9 Venue. The Parties agree any action or proceeding to enforce or relating to this Agreement shall be brought exclusively in the federal court located in Riverside County, California or state court located in San Bernardino County, California and the Parties hereto consent to the exercise of personal jurisdiction over them by such courts for purposes of any such action or proceeding.

18.10 Disputes. If any disputes should arise between the Parties concerning the work to be done under this Agreement, the payments to be made, or the manner of accomplishment of the work, Consultant shall nevertheless proceed to perform the work as directed by District pending settlement of the dispute.

18.11 Cooperation. Consultant shall cooperate in the performance of work with District and all other agents.

18.12 Time of Essence. Time shall be of the essence as to all dates and times of performance contained in this Agreement.

18.13 Counterparts. This Agreement may be signed and delivered in any number of counter parts, each of which, when signed and delivered, shall be an original, but all of which shall together constitute one and the same Agreement.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE WEST VALLEY WATER DISTRICT
AND SDI PRESENCE, LLC**

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed effective as of the day and year first above written.

Each Party acknowledges and agrees that this Agreement may be executed by electronic or digital signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature.

DISTRICT:

**WEST VALLEY WATER DISTRICT,
a public agency of the State of California**

By _____
John Thiel, General Manager

CONSULTANT:

SDI Presence, LLC

By	_____
Name	Shoma Meyer
Its	Chief Financial Officer

EXHIBIT A
TASK ORDER

TASK ORDER NO. 1

This Task Order ("Task Order") is executed this 1st day of October, 2026 by and between West Valley Water District, a public agency of the State of California ("District") and **SDI Presence, LLC** ("Consultant").

RECITALS

- A. On or about October 1, 2026 District and Consultant executed that certain Agreement for Professional Services ("Agreement").
- B. The Agreement provides that the District will issue Task Orders from time to time, for the provision of certain services by Consultant.
- C. Pursuant to the Agreement, District and Consultant desire to enter into this Task Order for the purpose of setting forth the terms and conditions upon which Consultant shall render certain services to the District.

NOW, THEREFORE, THE PARTIES HERETO HEREBY AGREE AS FOLLOWS:

- 1. Consultant agrees to perform the services set forth on Exhibit "1" attached hereto and by this reference incorporated herein.
- 2. Subject to any limitations in the Agreement, District shall pay to Consultant the amounts specified in Exhibit "2" attached hereto and by this reference incorporated herein. The total compensation, including reimbursement for actual expenses, may not exceed the amount set forth in Exhibit "2," unless additional compensation is approved in writing by the District.
- 3. Consultant shall perform the services described in Exhibit "1" in accordance with the schedule set forth in Exhibit "3" attached hereto and by this reference incorporated herein. Consultant shall commence work immediately upon receipt of a notice to proceed from the District. District will have no obligation to pay for any services rendered by Consultant in advance of receipt of the notice to proceed, and Consultant acknowledges that any such services are at Consultant's own risk.
- 4. The provisions of the Agreement shall apply to this Task Order. As such, the terms and conditions of the Agreement are hereby incorporated herein by this reference.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have caused this Task Order to be executed effective as of the day and year first above written.

DISTRICT:

**WEST VALLEY WATER DISTRICT,
a public agency of the State of California**

John Thiel, General Manager

CONSULTANT:

SDI Presence, LLC

By	_____
Name	Shoma Meyer
Its	Chief Financial Officer

EXHIBIT “1”

TO

TASK ORDER NO. 1

SCOPE OF SERVICES

- Comprehensive assessment of IT infrastructure, including networks, servers, hardware life cycles, storage, cloud services, and cybersecurity posture.
- Review of core business applications (ERP, financial systems, customer billing, GIS, SCADA/OT).
 - Note: a SCADA Master Plan is in the final draft stages and will be available for reference.
- Review of current licensing.
- Analysis of data management practices, integration, and business intelligence capabilities.
- Evaluation of staffing levels, skillsets, training, and IT governance structure.
- Development of a prioritized list of IT projects with estimated budgets and implementation timelines.
- Recommendations for additional business applications.
- Recommendations for disaster recovery, business continuity, and incident response planning.
- Identification of opportunities to leverage emerging technologies (cloud, mobile, AI, IoT) for improved delivery service.
- A comprehensive IT Master Plan with a five-year horizon, including narrative analysis and supporting exhibits.
- A project portfolio with prioritized initiatives, cost estimates, and timelines.
- Documentation of stakeholder engagement and needs assessment results, (to include network diagrams, application lists, etc.).
- Recommendations for IT specific policies.
- Recommendations for organizational structure, staffing, and training enhancements for both IT staff and staff in general.
- A final presentation to executive staff and the Board summarizing key outcomes and action items.



Proposal Prepared For:

West Valley Water District

IT Master Plan

RFP #2026-06



Respectfully Submitted By:



Patrick Griffin

Managing Director

pgriffin@sdipresence.com

714-975-4150



Cover Letter

July 30, 2026

Ms. Luz Granados, Support Services Supervisor
West Valley Water District
855 West Base Line Road
Rialto, CA 92377

Re: RFP No. 2026-06 – IT Master Plan

Dear Ms. Granados:

SDI Presence LLC (SDI) respectfully submits this proposal to the West Valley Water District (WVWD) in response to Request for Proposal No. 2026-06 for Professional Services to Develop an Information Technology (IT) Master Plan. SDI is a limited liability company headquartered at 200 E. Randolph Street, Suite 3550, Chicago, Illinois 60601, with regional offices in Los Angeles and Sacramento. WVWD's project will be led from our Anaheim office located at 4368 E. La Palma Avenue, Anaheim, California 92807.

Since 1996, SDI has provided management consulting services focused exclusively on helping public sector organizations strategically leverage and manage technology. Our team has supported more than 200 government and utility clients nationwide through IT assessments, strategic and master planning initiatives, technology procurements, cybersecurity evaluations, organizational assessments, and implementation support. We have successfully completed more than 100 IT Assessments and Strategic Plans for local government agencies, providing us with the expertise necessary to help WVWD evaluate its current IT environment and develop a practical, actionable five-year IT Master Plan aligned with the District's Strategic Plan and business objectives.

SDI understands the importance of a comprehensive assessment of WVWD's technology landscape, including infrastructure, cloud services, cybersecurity, business applications, data management practices, IT governance, staffing, and operational technologies. Our proven methodology will provide an independent evaluation of the District's current-state environment, including core systems such as ERP, financial systems, customer billing, GIS, and SCADA/OT platforms. We will identify opportunities to strengthen cybersecurity, enhance operational efficiency, improve business continuity and disaster recovery capabilities, and leverage emerging technologies such as cloud, mobile, artificial intelligence, and IoT solutions to support future service delivery.

SDI brings WVWD a structured, public-sector-focused approach grounded in industry best practices, including Information Technology Infrastructure Library (ITIL)-based IT Service Management (ITSM), cybersecurity frameworks, and technology governance standards. Our deliverables will include a prioritized portfolio of initiatives, budgetary planning considerations, implementation timelines, organizational and staffing recommendations, and a comprehensive roadmap designed to support the District's technology investments over the next five years.

Our Advisory & Consulting practice is proud to be 100% vendor independent. We maintain no partnerships, reseller relationships, or financial affiliations with hardware or software vendors. This independence ensures that all recommendations are objective, strategic, and based solely on the best interests of WVWD.



SDI appreciates the opportunity to submit our proposal to West Valley Water District for this important initiative. We look forward to partnering with the District to develop a forward-looking IT Master Plan that supports reliable, secure, and resilient technology services for years to come. If you have any questions regarding our proposal, please contact SDI Managing Director Patrick Griffin at (714) 975-4150 or pgriffin@sdipresence.com. Mr. Griffin is responsible for the contents of this proposal and is authorized to negotiate a contract on behalf of SDI. As Chief Financial Officer of SDI, I am authorized to bind the company.

Sincerely,

A handwritten signature in black ink that reads 'Shoma Meyer'.

Shoma Meyer

Chief Financial Officer
SDI Presence LLC

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Section I Statement of Qualifications

SDI Presence LLC (SDI)

SDI is an IT consultancy and managed services provider (MSP) that leverages its strong team presence to advance our clients to a secure digital enterprise. With a **30+ year corporate resume**, SDI delivers strategic managed services, IT consulting, and hybrid infrastructure solutions to optimize our clients' technological environments. SDI is a certified Minority Business Enterprise (MBE), with a portfolio of clients that includes some of the nation's largest airports, utilities, commercial real estate portfolios, and government agencies.

SDI delivers a deep technical presence through a local delivery model to achieve customer confidence and success. SDI is headquartered in Chicago, Illinois with regional offices in Anaheim and Sacramento, California; Atlanta, Georgia; and Dallas/Fort-Worth, Texas.

SDI Snapshot:

- Headquartered in Chicago
- 30+ Years IT Consulting/Systems Integration/Implementation Experience
- 400+ Business Professionals
- 87% Customer Satisfaction Rating / 89 Promoter Score
- Continuously awarded the "Best Places to Work" Recognition since 2018
- Financial Stability:
 - 2025 Revenue - \$99.18M
 - Backed by Private Equity Firm - Abry Partners with \$5B under management

The services proposed will be provided through SDI's Advisory & Consulting Practice, which specializes in independent, vendor-neutral consulting and project advisory services for public sector organizations. The Advisory & Consulting team regularly provides IT strategic planning, enterprise system procurements, and project management services to local government agencies, and has completed over 100 IT Master Plans.

SDI Core Services



Advisory & Consulting

Expert guidance to help organizations navigate complexity, drive strategy, and achieve operational excellence.



IT Managed Services

Comprehensive IT support ensures reliable operations, enhanced security, and scalable performance through expert management.



Enterprise Data & AI

Transforming enterprise data into actionable insights with AI-driven solutions that accelerate innovation and decision-making.



Public Safety

Mission-critical technology solutions that empower public safety agencies to respond faster, collaborate better, and protect communities.



ServiceNow

Streamlining workflows and boosting productivity with tailored ServiceNow solutions that unify systems and drive digital transformation.



Enterprise Asset Management

Optimizing asset performance and lifecycle management to reduce downtime, control costs, and drive operational efficiency.



SDI offers a broad technical skill set to our clients, offering deep expertise in each stage of the traditional or cloud-based systems lifecycle. SDI brings a well-rounded team of professional business consultants, certified technicians and years of mission-critical IT experience to each of our client engagements.

Unmatched Technical & Industry Expertise

SDI teams bring executive presence and diverse perspective to our clients' most complex projects. Our team of professionals bring previous experience gained from running large IT operations and multimillion-dollar IT projects.

Together, the SDI team has an extensive history of running complex, 24x7 mission-critical IT environments that demand both a broad and deep IT expertise and unwavering commitment to performance excellence – from a comprehensive IT Assessment for a local municipality, to enterprise cybersecurity remediation at a utility, to a 24x7x365 IT managed services program across a large city transit authority. We bring industry subject matter expertise, technical certifications and methodologies, and a desire to make a positive impact at our clients.

What Sets SDI Apart from Other Advisory Firms

SDI's **Advisory & Consulting Practice** has been partnering with local government clients for 30 years, providing technology advisory services to assist organizations increase efficiency by maximizing the use of technology to support best business practices. Our advisory team has worked with more than 200 local government clients to complete technology plans, implement new technology, and maximize the use of existing technology systems.

While our list of satisfied clients is a testament to our success, one of the most compelling aspects that sets SDI's advisory team apart from other consulting firms is the history and background of the team members. Our advisory consultants are seasoned local government professionals: former CIOs, IT Directors, Finance Directors, and City Executives who have experienced the challenges local governments face and who apply their real-world experience to meet the needs of today's clients. This experience is an essential component of the SDI advisory team's success with local government customers.

SDI has the relevant experience and expertise to provide all of the services being requested by the District, and we are prepared to begin the project immediately. It is important to note that SDI's Advisory & Consulting Practice has, and will continue to be, **100% independent from any technology solution provider**. We pride ourselves on this independence and recognize that it is a critical attribute during the IT master planning process.

SDI is recognized throughout the State of California for our services supporting public sector agencies with IT master planning activities. This is evident not only by the number of successful projects and client references, but also because we are commonly asked by organizations such as California Society of Municipal Financial Officers (CSMFO) and Municipal Information Systems Association of California (MISAC) to present at their annual conferences and regional chapter groups. Recently, SDI was invited to co-present two MISAC webinars on the topic of data management and artificial intelligence. The fact that we are continually invited to present at these important organization's events speaks to our expertise and experience.

Qualifications and References

IT Master Planning and Related Technology Experience

SDI's Advisory & Consulting Practice has worked with more than 200 state and local government agencies across eight states to complete IT Assessments, IT Strategic Plans, GIS Strategic Plans, Network Assessments, IT Service-Level Assessments, Policy/Procedure Documentation, Project Management Organization implementations, Feasibility Studies, and Request for Proposal (RFP) Development and Procurement Management efforts. Since 1999, SDI has completed over 100 IT Strategic Plans. In addition to our California local government experience, SDI also has significant planning, project management, and procurement experience working with the State of California for agencies such as California Highway Patrol, Department of Justice, Department of Motor Vehicles, Department of Corrections and Rehabilitation, Department of Child Support Services, and more.

Provided in Appendix A is a comprehensive listing of our Advisory & Consulting clients, along with the type of projects completed for each client. This document provides the District with a complete list of IT Master / Strategic Plans completed.

Table 1 below provides a complete presentation of IT Strategic / Master Plans completed in the past five years. Projects highlighted in blue are still underway.

City of Alameda	City of Arcadia	City of Arroyo Grande
City of Beverly Hills	Central Contra Costa San Dist	Elsinore Valley Water District
City of Gilroy	Helix Water District	City of Hercules
City of Malibu	City of Manteca	City of Palm Springs
City of Placentia	Port of Los Angeles	City of Rocklin
City of Sacramento Utilities	San Diego Comm College Dist	City of San Ramon
Stockton Port District	City of Upland	City of Vista

Table 1 – Strategic / Master Plans in Past Five Years

Provided on the following pages are project profiles for IT Master Plan engagements that are similar in scope and size to the District. Also included is a plan completed for the Central Contra Costa Sanitary District, which was much larger in scope as it included all aspects of IT and OT.

Name of Organization	Rancho California Water District	
Address	42135 Winchester Road Temecula, CA 92590	
Name of Contact	Patrick Elsasser, Datacenter Operations Supervisor	
Telephone and Email	(951) 296-6998 elsasserp@ranchowater.com	
SDI Resources Assigned	Patrick Griffin – Delivery Executive Lee Curtis – Project Advisor Brian Ganley – Project Consultant	
Completion Date & Cost	June 2025 \$59,040	
IT Assessment & IT Master Plan SDI completed a comprehensive assessment of the District’s technology operations and provided recommendations designed to improve overall service delivery. SDI also developed a Technology Master Plan to guide the District’s future technology investments.		

Name of Organization	Elsinore Valley Water District	
Address	31315 Chaney Street Lake Elsinore, CA 92530	
Name of Contact	Darryn Flexman, Director of Information Technology	
Telephone and Email	(951) 674-3146 Ext. 8255 dflexman@evmwd.net	
SDI Resources Assigned	Patrick Griffin – Delivery Executive Brian Ganley – Project Consultant	
Completion Date & Cost	November 2022 \$79,175	

IT Assessment & IT Master Plan

SDI completed an assessment of the District’s technology operations and developed an IT Master Plan to guide future technology investments. After completing the Plan, SDI was engaged to complete a Disaster Recovery / Business Continuity Plan for the District.

Section III Pricing

SDI recognizes that the District has indicated that the cost proposal may be submitted with the technical proposal package and is not required as a separate document. However, the PlanetBids submission portal identifies the Cost File as a required upload. Accordingly, SDI will provide its pricing information in a manner that complies with the PlanetBids requirements.

Appendix A - Advisory & Consulting Client List

The following pages provide a representative list of SDI's Advisory & Consulting List for the West Coast, illustrating our broad experience developing IT strategies, roadmaps, and technology transformation programs for organizations with operational and infrastructure requirements similar to those of WVWD.

	IT Strategic Plans	IT Assessments	IT Policies & Procedures	Project Management	IT Governance	Disaster Recovery Planning	System Selection & Procurements	Other Management Consulting
Municipalities								
Alameda, CA	✓	✓					✓	✓
Alhambra, CA			✓					✓
Anaheim, CA	✓			✓			✓	✓
Arcadia, CA	✓		✓					✓
Arroyo Grande, CA	✓	✓						
Belmont, CA	✓							
Benicia, CA				✓				✓
Beverly Hills, CA	✓	✓						✓
Branson, MO	✓	✓						✓
Brentwood, CA	✓	✓						
Burbank, CA	✓	✓					✓	
Burlingame, CA				✓			✓	
Carson, CA				✓				
Carson City, NV	✓	✓					✓	✓
Chino, CA				✓			✓	✓
Chino Hills, CA				✓			✓	✓
Chula Vista, CA								✓
Clovis, CA	✓	✓			✓			
Concord, CA				✓				✓
Coronado, CA			✓	✓			✓	✓
Costa Mesa, CA								✓
Cupertino, CA	✓	✓						
Daly City, CA							✓	
Davis, CA							✓	✓
Downey, CA				✓			✓	
Eastvale, CA							✓	
El Segundo, CA	✓	✓						✓
Fairfield, CA	✓	✓	✓		✓	✓	✓	✓
Fontana, CA		✓						
Folsom, CA	✓	✓			✓			
Fremont, CA				✓			✓	✓
Fresno, CA	✓	✓					✓	✓
Galt, CA	✓	✓	✓	✓	✓	✓	✓	✓

	IT Strategic Plans	IT Assessments	IT Policies & Procedures	Project Management	IT Governance	Disaster Recovery Planning	System Selection & Procurements	Other Management Consulting
Gilroy, CA	✓	✓		✓			✓	✓
Glendale, CA	✓	✓		✓			✓	✓
Glendora, CA			✓					✓
Half Moon Bay, CA				✓			✓	
Hanford, CA				✓				✓
Hawaiian Gardens, CA				✓			✓	
Hayward, CA				✓				✓
Hercules, CA	✓	✓						
Huntington Beach, CA	✓	✓			✓			✓
Indio, CA				✓			✓	✓
Industry, CA				✓				
Irvine, CA		✓		✓	✓	✓		✓
La Quinta, CA				✓			✓	✓
Laguna Beach, CA	✓	✓						
La Verne, CA			✓					✓
Lincoln, CA				✓				
Long Beach, CA				✓			✓	✓
Los Altos, CA				✓				
Los Angeles, CA				✓				✓
Los Banos, CA	✓	✓						
Malibu, CA	✓	✓		✓	✓		✓	✓
Manhattan Beach, CA	✓	✓			✓		✓	✓
Manteca, CA	✓	✓		✓	✓			✓
Merced, CA			✓				✓	✓
Millbrae, CA							✓	
Monterey, CA				✓			✓	
Moreno Valley, CA			✓					✓
Napa, CA	✓	✓			✓			✓
Newport Beach, CA					✓		✓	✓
Norco, CA							✓	✓
Novato, CA	✓	✓			✓			✓
Ontario, CA		✓		✓			✓	
Orange, CA	✓	✓			✓		✓	✓
Oxnard, CA	✓	✓						
Palmdale, CA	✓	✓						
Palm Springs, CA	✓	✓						✓
Pasadena, CA							✓	✓
Paso Robles, CA				✓			✓	✓
Petaluma, CA							✓	
Pico Rivera, CA							✓	
Pismo Beach, CA	✓	✓					✓	

	IT Strategic Plans	IT Assessments	IT Policies & Procedures	Project Management	IT Governance	Disaster Recovery Planning	System Selection & Procurements	Other Management Consulting
Placentia, CA	✓	✓						✓
Pleasant Hill, CA							✓	
Pomona, CA	✓	✓			✓			
Port Angeles, WA	✓	✓						
Poway, CA							✓	
Rancho Cordova, CA	✓	✓						✓
Rancho Cucamonga, CA							✓	✓
Rancho Palos Verdes, CA	✓	✓					✓	✓
Redlands, CA							✓	✓
Redondo Beach, CA		✓						
Redwood City, CA	✓	✓		✓			✓	
Rialto, CA				✓				✓
Ridgecrest, CA	✓	✓			✓			
Riverside, CA							✓	
Rocklin, CA	✓	✓						✓
Rohnert Park, CA	✓			✓			✓	✓
Sacramento, CA	✓	✓			✓			✓
San Bernardino, CA		✓						✓
San Clemente, CA	✓	✓						
San Luis Obispo, CA	✓	✓					✓	✓
San Rafael, CA	✓	✓		✓	✓		✓	✓
San Ramon, CA	✓	✓		✓			✓	
Santa Ana, CA				✓			✓	
Santa Barbara, CA				✓				
Santa Clara, CA	✓	✓	✓	✓	✓		✓	✓
Santa Cruz, CA	✓	✓	✓		✓			✓
Santa Monica, CA								✓
Santa Rosa, CA								✓
Santee, CA				✓			✓	
Scottsdale, AZ				✓			✓	
Seal Beach, CA				✓				
Sonoma, CA				✓				
Stockton, CA	✓	✓		✓	✓			✓
Suisun City, CA				✓			✓	
Sunnyvale, CA							✓	✓
Temecula, CA	✓	✓						
Torrance, CA							✓	
Truckee, CA	✓	✓						
Tustin, CA				✓			✓	
Upland, CA	✓	✓		✓				
Vacaville, CA							✓	

	IT Strategic Plans	IT Assessments	IT Policies & Procedures	Project Management	IT Governance	Disaster Recovery Planning	System Selection & Procurements	Other Management Consulting
Ventura, CA	✓	✓			✓			✓
Vernon, CA				✓				
Visalia, CA	✓	✓			✓			
Vista, CA	✓	✓	✓		✓			✓
Walnut Creek, CA	✓	✓			✓			✓
Watsonville, CA	✓	✓		✓				✓
West Covina, CA			✓				✓	✓
West Hollywood, CA	✓	✓			✓		✓	
Westminster, CA								✓
Yorba Linda, CA				✓				
Yuba City, CA				✓			✓	
Yucaipa, CA				✓				
Special Districts								
Camrosa Water District							✓	
Central Contra Costa Sanitary District	✓	✓	✓	✓	✓			✓
Central Utah Water Conservation District				✓			✓	
Chino Valley Independent Fire District				✓			✓	✓
Citrus Heights Water District								✓
Coachella Valley Water District				✓			✓	✓
Cosumnes Community Services District				✓			✓	
Cucamonga Valley Water District				✓			✓	
Delta Diablo Sanitation District	✓	✓						✓
East Bay Regional Park District				✓			✓	
East Valley Water District	✓	✓						
Eastern Municipal Water District							✓	
Elsinore Valley Municipal Water District	✓	✓				✓		
Encina Wastewater Authority					✓			
Fresno Irrigation District	✓	✓						
Helix Water District	✓	✓			✓	✓		✓
Inland Empire Utilities Agency	✓	✓		✓			✓	✓
Lake Arrowhead Community Services							✓	
Las Virgenes Municipal Water District	✓	✓				✓	✓	
Monterey Regional Water P.C.A.	✓	✓						
Moraga – Orinda Fire District								✓
Moulton Niguel Water District	✓	✓	✓	✓	✓		✓	✓
North Tahoe Public Utilities District	✓	✓						
Port of Los Angeles	✓	✓						
Rancho California Water District	✓	✓			✓			✓
Riverside County Transp. Commission				✓				
Sacramento Area Sewer District								✓
Sacramento Metropolitan Fire District		✓					✓	

	IT Strategic Plans	IT Assessments	IT Policies & Procedures	Project Management	IT Governance	Disaster Recovery Planning	System Selection & Procurements	Other Management Consulting
Sacramento Municipal Utility District								✓
San Bernardino County Fire								✓
San Diego Community College District	✓	✓						
San Joaquin Council of Governments							✓	
San Jose Water								✓
Santa Clara County Fire Department		✓						✓
Santa Clara County Housing Authority	✓	✓						
Santa Clara Valley Water District							✓	
Silicon Valley Clean Water							✓	
Silicon Valley Power	✓			✓			✓	✓
Solano County Transit (SolTrans)								✓
South Tahoe Public Utility District	✓	✓			✓	✓	✓	
Southern CA Association of Governments								✓
Stockton Port District	✓	✓						
West Basin Municipal Water District	✓	✓			✓			
Zone 7 Water Agency	✓	✓						
Counties								
Douglas County, Nevada		✓						✓
El Paso County, Texas	✓	✓						
Lane County, Oregon	✓	✓						
Los Angeles County Employees Retirement							✓	
Los Angeles County Office of Education				✓				
Orange County, CA – John Wayne Airport		✓						
Placer County, CA							✓	✓
Riverside County, CA				✓				✓
San Benito County, CA				✓				✓
San Diego County, CA				✓				✓
Santa Clara County, CA				✓				✓
Sonoma County, CA				✓				✓
Tulare County, CA	✓	✓			✓			✓
State of California								
CA Correctional Health Care Services				✓				✓
CA Dept. of Child Support Services				✓				✓
CA Dept. of Corrections				✓				✓
CA Dept. of Fish and Game				✓				✓
CA Dept. of Health Care Services				✓				✓
CA Dept. of Justice				✓				✓
CA Dept. of Motor Vehicles				✓				✓
CA Dept. of Public Health				✓				✓
CALPERS				✓			✓	✓
California Highway Patrol	✓	✓	✓	✓	✓	✓	✓	✓

Appendix B – Project Team Resumes

The following pages provide resumes for the project team being proposed for the District's engagement.



Patrick Griffin
Managing Director



 Experience Summary

Senior public sector and consulting executive with over 31 years of experience in local agency management, advisory services, and operational leadership. Brings deep expertise across municipal finance, information technology, community development, strategic planning, business process analysis, and enterprise system procurement and implementation. Proven in leading assessments, defining requirements, facilitating stakeholder engagement, supporting elected officials, and overseeing complex initiatives that improve service delivery and align technology and operations with organizational priorities in public sector environments.

 Professional Experience

SDI

(01/2012 - Present)

Managing Director

- Oversees the Advisory & Consulting practice, providing leadership for public sector technology advisory and consulting engagements.
- Leads and participates in technology service delivery assessments and strategic planning initiatives for numerous public agencies, including cities, water districts, and utility agencies.
- Conducts reviews of technology operations, identifies customer needs, prioritizes initiatives, and develops strategic implementation plans.
- Directs major enterprise system procurements for Enterprise Resource Planning (ERP) and Land Management System (LMS) initiatives for public sector clients.
- Has served as project manager for ERP and Land Management System implementation projects, including engagements for the cities of Manhattan Beach, La Quinta, and Chino.

Local Government

(01/1981 - 12/2011)

Finance Director / City Treasurer / Assistant City Manager

- Built more than 31 years of public sector local agency management experience with responsibility across all aspects of municipal operations.
- Managed annual budgets, public information dissemination, elected official support, and information technology functions.
- Held leadership responsibility for the day-to-day operations of Finance, Information Technology, and Community Development departments within a full-service city.
- Oversaw staff management, strategic planning activities, annual operating and capital budget development, and departmental operations.
- Brought broad knowledge of local government operations, with experience spanning finance, administration, and organizational leadership.

AREAS OF EXPERTISE

- Project Management
- Requirements Definition
- Business Process Analysis
- Project Plan Development
- Local Government Operations
- Strategic Planning
- Initiative Development
- Operational Assessments
- Workshop Facilitation
- IT Outsourcing Evaluations
- Feasibility Studies
- RFP Development
- Proposal Writing
- Contract Negotiations
- Enterprise System Procurements
- ERP Implementations
- Land Management System Implementations
- Public Sector Operations Management
- Budget Development
- Information Technology Oversight



Education

California State Long Beach

Master of Arts, Public Administration

California State Fullerton

Bachelor of Arts, Psychology



Skills

- **Project Management**
 - Project management
 - Project plan development
- **Business Analysis & Planning**
 - Requirements definition
 - Business process analysis
 - Strategic planning
 - Initiative development
 - Operational assessments
 - Feasibility studies
 - Workshop facilitation
- **Public Sector & Municipal Operations**
 - Local government operations
 - Municipal management
 - Annual budget development
 - Capital budget oversight
 - Elected official support
 - Public information dissemination
- **Procurement & Sourcing**
 - IT outsourcing evaluations
 - RFP development
 - Proposal writing
 - Contract negotiations
 - Enterprise system procurements
- **Enterprise Systems**
 - Enterprise Resource Planning (ERP)
 - Land Management Systems (LMS)
- **Functional Areas**
 - Finance
 - Information Technology
 - Community Development



Lee Curtis

Strategic Planning Practice Leader



Experience Summary

Senior technology and management consulting executive with more than 40 years of experience leading technology service delivery, strategic planning, and IT organizational improvement for public sector and other client environments. Brings deep expertise in IT assessments, strategic and operational planning, project and portfolio prioritization, interim IT leadership, and technology roadmap development, with a hands-on approach spanning executive consulting, departmental oversight, infrastructure and application planning, and implementation of IT best practices. Recognized for providing clear recommendations, actionable strategic plans, and effective leadership that strengthen governance, improve service delivery, align technology investments with business priorities, and support organizational transition and long-term operational performance.



Professional Experience

IT Assessment

Mr. Curtis has developed IT Assessments for clients that provide a comprehensive review of management and operation performance of the IT organization. These assessments evaluate the current use of IT best practices in six operational dimensions (IT Governance, Business Application Portfolio, Service Delivery, Security/Data Protection, Infrastructure, and Administration). The assessments also provide actionable recommendations for the improvement and effective operation of the IT organization to more effectively deliver services to consumers given available resources and priorities.

- City of Clovis, CA
- City of Concord, CA
- City of Daly City, CA
- City of Fairfield, CA
- City of Galt, CA
- City of Rocklin, CA
- City of San Clemente, CA
- Douglas County, NV
- John Wayne Airport, CA
- Lane County, OR
- North Tahoe Public Utility District, CA
- Sacramento Area Sewer District, CA
- Sacramento Metropolitan Fire, CA



AREAS OF EXPERTISE

- IT Strategic Planning
- IT Assessments
- Technology Service Delivery Assessments
- IT Governance
- IT Roadmap Development
- Business Process Analysis
- Requirements Definition
- Project Management
- Project Prioritization
- IT Portfolio Management
- Technology Planning and Assessments
- Operational Assessments
- IT Organization Analysis
- IT Best Practices Implementation
- Disaster Recovery Planning
- IT Policy and Procedure Development
- Service Level Measurement
- Data Center Management
- RFP Development
- Contract Negotiation

SKILLS

- IT Strategy & Planning
- IT Management & Governance
- Project & Operational Management
- Consulting & Administrative



IT Assessment and Strategic Plan

Mr. Curtis has led or participated in technology service delivery assessments and strategic planning projects for the following public agencies. All of the projects involved performing a detailed assessment of the use and management of technology operations, identification of departmental technology needs, prioritization of identified projects, and the creation of a strategic implementation plan including timeframes and estimated costs.

- City of Alameda, CA
- City of Branson, MO
- City of Brentwood, CA
- City of Carson City, NV
- Central Contra Costa Water District, CA
- City of Cupertino, CA
- Cosumnes Community Services District, CA
- City of Gilroy, CA
- City of Los Banos, CA
- City of Manhattan Beach, CA
- City of Napa, CA
- City of Novato, CA
- City of Petaluma, CA
- City of Rancho Palos Verdes, CA
- City of Redwood City, CA
- City of San Luis Obispo, CA
- City of Santa Clara, CA
- City of Santa Cruz, CA
- City of Stockton, CA
- City of Visalia, CA
- City of Walnut Creek, CA
- Delta Diablo Sanitation District, CA
- El Paso County, TX
- Fresno Irrigation District
- Monterey One Water, CA
- Moulton Niguel Water District, CA
- Port of Los Angeles, CA
- Santa Clara County Housing Authority
- South Orange County Wastewater, C
- South Tahoe Public Utility District, CA
- Union Sanitary District, CA
- Zone 7 Water Control Agency, CA

IT Roadmap

Mr. Curtis developed application software strategies that mapped the acquisition/upgrade of core business software. These roadmaps were developed in concert with client user departments and included a comprehensive infrastructure analysis of hardware and support equipment requirements. The roadmaps were used to allocate client technology budgets to mission critical projects and provided a platform by which the IT organizations could effectively manage and utilize its resources to meet client business needs.

- California Highway Patrol, CA
- City of Belmont, CA
- City of Los Altos, CA
- City of Rancho Cordova, CA
- City of Temecula, CA
- Metropolitan Transportation Commission, CA
- Sacramento Area Sewer Districts, CA



Education

University of South Dakota

Economics/Business Administration

- **Consulting & Administrative**
 - RFP development
 - Proposal writing
 - Contract negotiation
 - Personnel management
 - P&L administration



Michael Stein
Project Consultant



Experience Summary

Highly experienced management and technology consultant with more than 40 years of success advising public sector, telecommunications, and commercial banking organizations on the effective use of technology to address business needs. Brings deep expertise in IT strategic planning, project management, business process re-engineering, requirements definition, procurement support, governance, and operational assessments, with particular strength in guiding complex technology initiatives, Commercial-Off-The-Shelf system implementations, and information exchange improvements. Recognized for working effectively with executive leadership and key stakeholders to assess current-state capabilities, identify gaps, develop actionable strategies, and improve organizational processes and technology decision-making.

Professional Experience

City of Watsonville: Information Technology Strategic Plan

Project Manager and Lead Consultant

- Led development of the City's IT Strategic Plan and IT classification and compensation study.
- Conducted a detailed assessment of the Information Technology Division, including current challenges, active projects, and improvement opportunities.
- Interviewed key user stakeholders and facilitated planning, prioritization, and IT governance workshops to support strategic decision-making.

Lane County, Oregon: Business Information Technology Assessment

Lead Consultant

- Led an assessment of the County's use of information technology, including IT governance, service management, and service delivery processes.
- Reviewed the methodology and administration of the County's IT chargeback program, including direct and indirect cost allocation to user departments.
- Worked closely with the County Administrator, Chief Information Officer, and key user stakeholders to evaluate conformance to IT best practices, develop a gap analysis, and produce an action plan for County management.

Education

John Jay College of Criminal Justice, CUNY / 1974

Master of Public Administration Program

Marietta College, Ohio / 1972

Bachelor of Arts

AREAS OF EXPERTISE

- Project Management
- IT Governance
- Needs and Gap Analysis
- Business Process Reengineering
- Requirements Definition
- Project Plan Development
- Technology Planning and Assessment
- IT Strategic Planning
- Policy and Procedure Development
- Operational Assessment
- Digital Government
- IT Best Practices
- Project Management Office
- Business Intelligence
- Information Exchange
- RFP Development
- Quality Assurance
- Systems Integration
- Systems Architecture
- COTS Implementation



Skills

- **Areas of Expertise**
 - Project Management
 - IT Governance
 - Needs and Gap Analysis
 - Business Process Re-Engineering
 - Requirements Definition
 - Project Plan Development
- **Technology Planning & Assessments**
 - Technology Planning and Assessments
 - Strategic Planning
 - Policy and Procedure Development
 - Operational Assessments
 - Digital Government
 - IT Best Practices
 - Project Management Office
- **Other Technical Areas**
 - Business Intelligence
 - Information Exchange
 - RFP Development
 - Quality Assurance
 - Systems Integration
 - Systems Architecture
- **Certifications**
 - Information Technology Strategic Planning
 - Project Management
 - Total Quality Management



Brian Ganley
Senior Project Consultant



Experience Summary

Senior IT and public sector technology executive with more than 25 years of experience leading application, infrastructure, communications, and enterprise technology functions for municipal and county organizations. Brings deep expertise in strategic planning, large-scale project delivery, cybersecurity and disaster recovery planning, infrastructure modernization, budget and vendor management, and stakeholder engagement across executive leadership, elected officials, public safety, utilities, and regional partners. Recognized for building service-oriented teams, strengthening governance and security posture, and delivering practical, business-aligned technology solutions that improve operations, resilience, and customer service.



Professional Experience

SDI Presence LLC

(10/2023 - Present)

Senior Project Consultant

- Delivered IT infrastructure assessments, business impact analysis workshops, and continuity planning for public sector and utility clients.
- Supported development of IT strategic planning initiatives, including assessment of current IT operations and strategic roadmap development for Rancho California Water District.
- Prepared cybersecurity and resiliency deliverables, including incident response, disaster recovery, and business continuity plans for clients including Helix Water District, Elsinore Valley Municipal Water District, and City of Vista.
- Assessed City of Manteca's readiness for the MISAC Excellence Award application.

City of Manhattan Beach

(12/2020 - Present)

IT Project Manager

- Managed complex IT initiatives as a part-time retired annuitant, providing project leadership across infrastructure, resilience, and enterprise technology efforts.
- Led IT infrastructure assessment and recommendations, disaster recovery and business continuity planning, and citywide and regional fiber documentation and planning.
- Directed core switch planning, procurement, and implementation, along with storage area network procurement and deployment.
- Supported Microsoft 365 licensing, enterprise agreement renewal, and implementation, and oversaw deployment of Arctic Wolf network monitoring and SIEM capabilities.



AREAS OF EXPERTISE

- IT Leadership
- Application and Infrastructure Management
- IT Strategic Planning
- IT Assessments
- Disaster Recovery Planning
- Business Continuity Planning
- Cybersecurity Incident Response Planning
- Business Impact Analysis
- Large-Scale Project Management
- IT Operations Management
- Public Sector Technology Management
- Budget Development and Management
- Contract Negotiation and Management
- Team Leadership and Development
- Stakeholder Engagement
- Customer Service Improvement
- Process Improvement
- Technology Governance
- Infrastructure Modernization
- Communications and Radio Systems Management

SKILLS

- **Infrastructure & Operations**
- **Cybersecurity, Resilience & Continuity**
- **Applications & Business Systems**
- **Communications & Public Safety Technology**
- **Project & Vendor Management**
- **Tools & Platforms**
 - Arctic Wolf
 - Office 365
 - Microsoft 365
 - Microsoft Azure Government Cloud
 - SIEM



County of Ventura

(07/2018 - 07/2020)

Chief Information Officer

- Led the Information Technology Services Department with a staff of 180, supporting nearly 9,000 users, desktops, applications, and communications systems across County operations.
- Oversaw technical services, network, and applications divisions supporting major departments including Sheriff, Fire, Library, and Healthcare.
- Improved customer service processes, procedures, and performance, including implementation of regular customer service meetings with departments and stakeholders.
- Managed the public safety radio system and participated in regional fiber and broadband initiatives.
- Standardized and strengthened security for desktops, mobile platforms, and cloud-based applications.
- Supported modernization initiatives including transition from analog telephony to voice over IP and ongoing support for mobile phones and devices.

Los Angeles Police Department

(10/2017 - 07/2018)

Chief Information Officer

- Led the Information Technology Bureau with a staff of 180, supporting 13,500 users, 8,000 desktops, and an approximately \$34 million budget excluding personnel.
- Managed infrastructure, security, application development, and radio systems for a large public safety organization.
- Presented technology strategy and program updates to executives, stakeholders, City Council, and various Commissions.
- Established a customer service and change management philosophy for the Bureau and maintained ongoing "Top 10" project management and strategic plan updates.
- Directed implementation of Office 365 and Azure Government cloud services.
- Oversaw deployment of body-worn cameras, in-car video systems, and replacement of 11,500 portable and 4,500 mobile radios.
- Managed support for approximately 10,000 mobile phones and devices and prepared the organization for Windows 10 deployment and virtual desktop implementation.
- Directed the records management system upgrade.

City of Glendale

(05/2013 - 10/2017)

Chief Information Officer

- Directed all technology functions for the City, overseeing Infrastructure, Applications, and Wireless Communications divisions, with a staff of 49 and an annual budget of approximately \$19 million.
- Supported 2,200 desktops and users across 14 departments, including Police, Fire, Library, and utility operations.



Education

California State University, Northridge / 2001

Master of Public Administration

University of Southern California / 1990

Bachelor of Science in Business Administration



Christopher Benson
Senior Project Consultant



Experience Summary

Senior Project Consultant and accomplished IT executive with more than 36 years of experience leading municipal technology organizations, infrastructure modernization, and enterprise systems support. Brings deep expertise in IT strategy, public sector operations, telecommunications, public safety technology, and organizational change, with a strong record of guiding mission-critical implementations, rebuilding trust in IT functions, and aligning technology investments with business and service objectives. Recognized for decisive leadership, strategic planning, stakeholder partnership, budget oversight, and the delivery of reliable, cost-effective technology solutions across complex enterprise environments.



Professional Experience

City of Redondo Beach

(04/2000 - 03/2023)

Information Technology Director

- Directed citywide information technology strategy, infrastructure, and operations across all departments, including public safety and telecommunications.
- Led enterprise-wide, mission-critical technology projects and major upgrades across telecommunications, networks, personal computing, email, printing, servers, virtualization, storage, and software platforms.
- Partnered with City leadership and department stakeholders to develop strategic, cost-effective technology solutions, address organizational gaps, and maintain trusted vendor relationships.
- Managed the transition of the Information Systems Division to an IT Department and rebuilt the department's reputation and organizational trust over a multi-year period.
- Served on the Executive Steering Committee with accountability for transitioning from an in-house legacy financial and payroll system to a vendor-supported Tier II ERP, including ongoing oversight and support.
- Contributed as a member of the Department Head Executive Team in weekly leadership meetings and biannual strategic planning sessions with elected officials.
- Developed and enforced City information technology policies and procedures and prepared the annual IT budget.
- Oversaw public safety technology infrastructure, including the 911 call center, mobile data computers, and the on-premise records management system, while providing 24x7x365 support for critical City and Police Department systems.
- Established an ongoing IT equipment replacement program and led the transition from an in-house PC maintenance model to a vendor-supported service model.
- Built a redundant private fiber network connecting 12 offsite City facilities to the City Hall data center.
- Successfully supported five City Managers over a 23-year tenure.

AREAS OF EXPERTISE

- IT Infrastructure Management
- IT Strategy and Planning
- Technology Leadership
- Enterprise Systems Implementation
- Public Sector Information Technology
- Public Safety Technology Systems
- Telecommunications Management
- Network Infrastructure
- Server, Storage, and Virtual Infrastructure
- ERP Implementation and Oversight
- IT Operations Management
- IT Policy and Procedure Development
- IT Budget Development and Management
- Vendor Management
- Cross-Functional Stakeholder Engagement
- Organizational Change Leadership
- IT Service Restoration and Trust Rebuilding
- Mission-Critical Systems Support
- Technology Modernization
- Systems Administration

CERTIFICATIONS

- Novel Engineer



City of Redondo Beach

(01/1997 - 04/2000)

Information Systems Manager

- Assumed permanent management of the revamped IT Division within the Administrative Services Department, with responsibility for the City's overall technology infrastructure.
- Restored IT staffing levels, rebuilt internal department relationships, and reestablished confidence in the IT function during executive management turnover.
- Developed the budget for the reorganized Information Technology Division and initiated strategic planning for future technology changes.
- Implemented the City's first citywide PC deployment and replacement of dumb terminals.
- Began the transition away from in-house legacy financial and payroll systems.
- Directed all Y2K-related technology modifications, updates, and full system replacements.
- Programmed Y2K workarounds for legacy financial, payroll, building permit, and related systems.

City of Redondo Beach

(01/1995 - 01/1997)

Senior Programmer Analyst

- Expanded development and system administration responsibilities for the public safety system and physical technology infrastructure.
- Supported the City's transition from peer-to-peer networking and helped implement its first Ethernet network.
- Increased collaboration with multiple departments and worked directly with department directors on technology needs.
- Assumed temporary management responsibility for the Information Systems Department during a period of organizational disruption.
- Coded electronic direct deposit functionality into the in-house payroll system.
- Transitioned payroll check printing from dot-matrix to laser printing.
- Developed customized input screens for public safety system queries across local, County, and State databases.



Education

California State University / 1987

Bachelor of Science – Business Administration, Computer Methods & Administrative Systems



Skills

- **Infrastructure & Platforms**
- **Systems Administration & Operations**
- **Applications & Enterprise Systems**
- **Programming & Development**
- **IT Leadership & Governance**
- **Security**



Schermer Garrick
Data Strategy Consultant



Experience Summary

Accomplished data and analytics leader with over 25 years of experience delivering enterprise data platforms, analytics solutions, and product strategies across public sector and global commercial environments. Brings deep expertise in data strategy, architecture, integration, governance, AI and advanced analytics, with a strong track record of leading technical teams, advising business and executive stakeholders, and aligning technology roadmaps to operational and strategic objectives. Recognized for driving scalable, data-driven solutions that improve reporting capabilities, strengthen governance and security, enable product innovation, and deliver measurable business value.

Professional Experience

City of Sunnyvale: Data Strategy

(03/2026 - Current)

Data Strategy Consultant

- Assessing and implementing M365/Copilot security audit and implementation activities for the City of Sunnyvale.

City of Sacramento: Data Strategy

(08/2025 - 12/2026)

Data Strategy Consultant

- Conducted a comprehensive data governance assessment using SDI's Data Governance Maturity Model, tailored for public sector requirements.
- Determined current data governance maturity levels across organizational domains and identified gaps in enterprise vision, policies, responsibilities, and tools.
- Addressed immediate challenges including lack of standardization, limited real-time data access, and insufficient documentation.
- Delivered quick wins through development of foundational policies, procedures, and standards.
- Developed a long-term strategic vision for data governance, architecture, and organizational maturity.
- Promoted adoption of best practices to strengthen a data-driven culture across departments.

Virtuous Software: Analytics & Insights

(11/2024 - 05/2025)

Senior Technical Product Manager

- Led product strategy and vision for Analytics and Insights offerings.
- Provided technical leadership, including team development and mentoring, while partnering with business stakeholders.

AREAS OF EXPERTISE

- Enterprise Data Strategy
- Data Architecture
- Data Integration
- Data Governance
- Data Security
- AI and Advanced Analytics
- Data Platform Architecture
- Azure Data Platforms
- Snowflake
- AWS Data Platforms
- Azure Databricks
- ETL Strategy
- API Strategy
- Data Modeling
- Analytics Product Strategy
- Technical Product Management
- Data Engineering Leadership
- Business Intelligence Leadership
- Digital Transformation
- Executive Stakeholder Communication

CERTIFICATIONS

- ITIL v3 Foundation
- Snowflake SnowPro Core

SKILLS

- Data Strategy & Governance
- Cloud & Data Platforms
- AI & Analytics
- Programming & Tools
 - Python
 - Google Assistant



RSM US: Data & Analytics

(01/2022 - 10/2024)

Platform Director, Director of Data Engineering

- Led the Azure-based Enterprise Data Platform, ensuring functionality and availability to support enterprise reporting and analytics.
- Partnered with business leadership to define priorities and reporting capabilities aligned to firmwide objectives.
- Drove innovation in data processing and data quality to improve enterprise decision support.
- Defined and enforced data governance and data security policies for the enterprise reporting environment.
- Created and maintained the technology roadmap, aligning platform investments with overall firm strategy.
- Led and mentored Data Engineering and Business Intelligence teams to deliver scalable, high-quality technology solutions.
- Reduced Azure run costs by \$2M annually through analysis and optimization of compute and storage consumption.
- Supported development of the modern data platform leveraging Azure and Databricks.

PPG Industries: Digital Transformation

(03/2021 - 01/2022)

Data Transformation Consultant

- Supported delivery and execution of AI and machine learning applications tied to strategic initiatives.
- Contributed to efforts to reduce manufacturing costs, improve production quality, and lower energy consumption.
- Supported build and deployment of AI/ML solutions while advancing digital solution adoption and implementation best practices.
- Drove process changes to improve operational effectiveness in digital transformation initiatives.

Octopi Commerce: AI Product Development

(01/2019 - 01/2021)

AI Product Director

- Directed product development strategy, market feedback integration, and product enhancement for a multi-Point of Sale partner integrated application.
- Led design, delivery, and implementation of a data platform supporting machine learning and AI-driven merchant applications.
- Delivered the initial product offering integrating merchant Point of Sale platforms with the REACH product portal to improve scheduling efficiency and customer targeting.
- Architected the application data model to standardize data across multiple Point of Sale partners for internal AI analysis.
- Managed Azure SQL and Data Lake architecture, including API-based data integration.
- Created the data model for the OLTP scheduling application in Azure SQL and Azure Data Lake.
- Architected the AI/ML layer in Azure Databricks and managed end-to-end data flow from Point of Sale partners through the transactional and analytics layers.



Education

University of Chicago

Master of Arts, International Relations

Northwestern University

Bachelor of Arts, Political Science & International Studies

EXHIBIT “2”
TO
TASK ORDER NO. 1
COMPENSATION



Cost Proposal Prepared For:

West Valley Water District

IT Master Plan
RFP #2026-06

July 30, 2026



Respectfully Submitted By:



Patrick Griffin
Managing Director
pgriffin@sdipresence.com
714-975-4150



SDI developed its project costs based on our extensive experience completing similar projects, along with our research on the District's organization, size, and structure. We propose completing the District's project utilizing a total of 475 hours at a total cost of \$115,960. Detailed information about the number of hours, along with cost by Phase and Task are presented in the table below.

Task Descriptions	Hours	Cost
Phase 1 - Initiate		
1.1 Facilitate Project Planning Meeting	4	\$ 1,020
1.2 Work Plan Development and Review	3	\$ 760
1.3 Request Existing Documentation	12	\$ 2,940
1.4 Conduct Project Kickoff Meeting	6	\$ 1,480
Subtotal: Phase 1 - Initiate	25	\$ 6,200
Phase 2 - Assess		
2.1 Conduct "Voice of the User" Survey	40	\$ 9,640
2.2 Conduct Business Applications Assessment	120	\$ 29,100
2.3 Perform IT Assessment	130	\$ 31,900
2.4 Conduct Management Briefing	8	\$ 2,020
2.5 Develop and Deliver IT Assessment Report	60	\$ 14,600
Subtotal: Phase 2 - Assess	358	\$ 87,260
Phase 3 - Deliver		
3.1 Develop IT Project Portfolio	12	\$ 2,940
3.2 Conduct Project Prioritization Workshop	20	\$ 4,960
3.3 Prepare IT Master Plan	60	\$ 14,600
Subtotal: Phase 3 - Deliver	92	\$ 22,500
Total	475	\$ 115,960

SDI's hourly rates and budgeted labor hours for our consultant team are as follows:

SDI Resource	Hourly Rate	Budgeted Labor Hours
Patrick Griffin – Delivery Executive	\$260	10
Lee Curtis – Project Manager	\$250	126
Mike Stein – Project Consultant	\$240	111
Brian Ganley – Project Consultant	\$240	125
Chris Benson – Project Consultant	\$240	53
Garrick Schermer – Project Consultant	\$250	50

Hourly rates include all associated project-related expenses including travel. Please note that SDI does **not** charge its clients for consultant travel time.

SDI typically invoices its clients monthly for work performed in the prior month. Invoices are substantiated by detailed descriptions of tasks performed by SDI resources, and number of hours to complete the task. SDI is open to discussing other methods for invoicing during the project, including for example a deliverables-based milestone billing structure.

EXHIBIT “3”
TO
TASK ORDER NO. 1
SCHEDULE

Name of Organization	Helix Water District	
Address	7811 University Avenue La Mesa, CA 91942	
Name of Contact	Jennifer Bryant, Director of Administrative Services	
Telephone and Email	(619) 667-6259 Jennifer.bryant@helixwater.org	
SDI Resources Assigned	Patrick Griffin – Delivery Executive Lee Curtis – Project Manager Brian Ganley – Project Consultant	
Completion Date & Cost	October 2022 \$91,908	
IT Assessment & IT Strategic Plan SDI completed an IT assessment of the organization’s technology operations and assisted with the development of a comprehensive IT Strategic Plan. Subsequent to completion of the Plan, SDI was contracted to develop a Disaster Recovery / Business Continuity Plan and also conducted a presentation on AI to the District Board of Directors.		

Name of Organization	Central Contra Costa Sanitary District	
Address	5019 Imhoff Place Martinez, CA 94553	
Name of Contact	Charles Mallory, CIO	
Telephone and Email	(925) 566-4589 cmallory@centralsan.org	
SDI Resources Assigned	Patrick Griffin – Delivery Executive Lee Curtis – Project Manager Mike Stein – Project Consultant	
Completion Date & Cost	October 2023 \$430,080	
IT Assessment & IT/OT Strategic Plan SDI partnered with Brown & Caldwell to complete a comprehensive assessment of the District’s technology operations and service delivery for the entire organization, and provided recommendations designed to improve overall technology service delivery for the organization. SDI also developed a technology acquisition roadmap and incorporated the entire project into an IT Strategic Plan which is being utilized by the District to guide future technology investments. SDI recently completed an assessment of the District’s permitting system and is currently assisting with the acquisition of a replacement system.		

Section II Methodology and Approach

The District seeks to partner with a consulting company that has vision and leadership in IT master planning. SDI brings the District the experience, expertise, and proven methods to help ensure project success. SDI has developed a comprehensive methodology designed specifically to meet the unique needs of organizations seeking to develop strategic technology plans. This methodology is based on our hands-on experience in working with public sector clients, and it continues to evolve as new best practices are identified.

SDI's approach to IT strategic planning is designed specifically to meet the needs of organizations seeking to develop an integrated IT Master Plan that can be used to guide technology initiatives for the next three to five years. It is important to note that the cornerstone of our approach is the focus and emphasis on the involvement and interaction with the department consumers of technology and those setting the business direction for the District – providing a voice of the IT customer to the resulting Information Technology Master Plan. The team will seek and incorporate input from all departmental technology consumers and stakeholders in the District's operating departments and divisions. Our approach includes three distinct phases:



SDI believes that a critical component of this project is to ensure that the stakeholders and staff impacted understand the trade-offs, resources, risks, and timelines associated with the project approach, and have appropriate expectations prior to, and throughout, the project life cycle. To accomplish this, SDI's approach includes the following guiding principles:

- Focus on an open and collaborative process that encourages a consensus among the participants and a shared commitment to the successful completion of a comprehensive IT Master Plan
- Use a structured, proven approach to ensure comprehensive understanding of requirements and business needs at all levels of the District
- Strive to minimize disruption to daily District operations throughout the various processes by ensuring a well planned and executed project
- Fully identify and disclose the potential opportunities as well as the risks involved and provide realistic risk management and mitigation strategies
- Ensure that stakeholders and users have and maintain realistic expectations throughout the process

Figure 1 on the following page identifies the phases, tasks, and deliverables for this project.

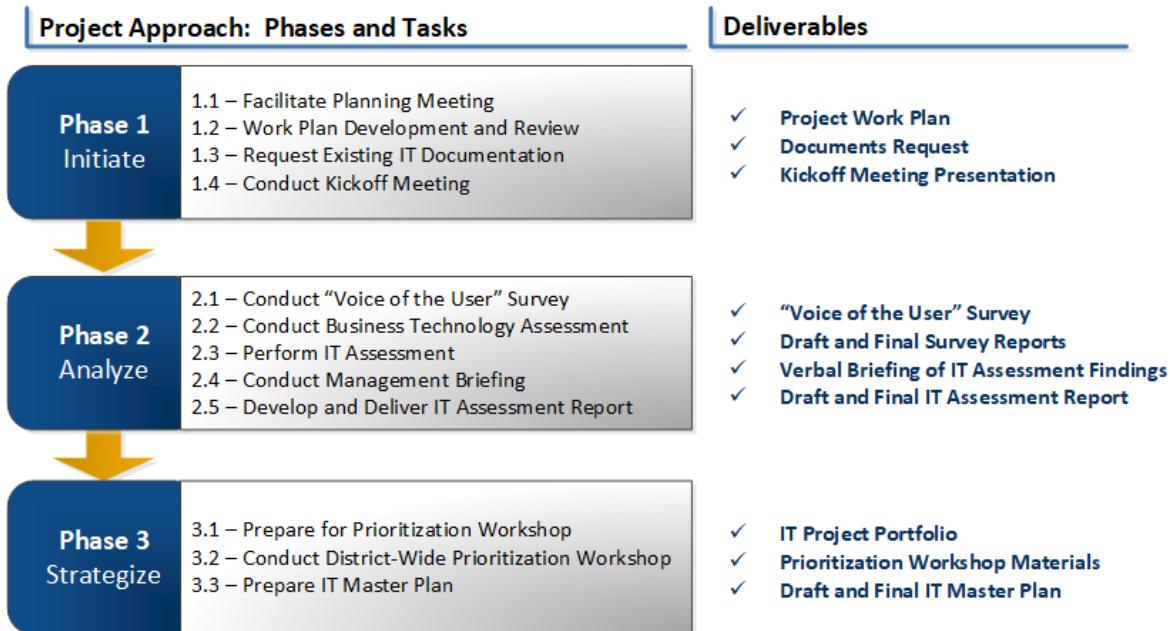


Figure 1 – Project Approach and Deliverables

SDI understands that the District is interested in having an information technology consultant develop an IT Master Plan to guide it in the effective planning, procurement, implementation, and management of technology. SDI’s approach to ITMP development entails several critical milestones during the overall process, and SDI provides specific deliverables throughout the project. SDI recognizes and is prepared to address the following key considerations for the ITMP:

- Completion of a comprehensive assessment of existing technology and associated IT support environment
- Development of a comprehensive ITMP that aligns overall District technology resources with the objectives of the user departments and overarching organizational objectives. This includes recommended projects, their respective implementation priority, cost estimates for each project, and an implementation strategy that can be incorporated into the District’s annual budget process
- Recommendations for new and emerging technologies that may help improve the efficiency and effectiveness of the District’s IT service delivery

SDI’s IT planning methodology is built on our experience in delivering services to California local government agencies for over 30 years. After the completion of each project, we sit down to determine what we can change to make the next plan we develop even better. This has benefited our clients by establishing a methodology that is proven and continues to evolve to meet the unique and changing needs of our public sector clients.

A cornerstone of SDI’s methodology is the focus and emphasis on the involvement and interaction with the department users of technology and those setting the business direction for the District – providing a “voice of the customer” to the resulting ITMP. SDI will incorporate input from all users and stakeholders, up to and including the District’s elected officials (if desired), Executive Management, and the operating departments and divisions.

SDI is familiar with the challenges and issues that can arise in developing such plans. For example, we are skilled in managing multiple, and often conflicting, stakeholder visions, missions, goals, objectives, needs, and priorities. In addition, we are sensitive to the desires of elected and appointed officials and the public for transparency and open government. Our proposed methodology carefully considers project prioritization and includes processes to help manage competing priorities to ensure the ITMP provides a true District-wide perspective. We pride ourselves in helping organizations develop plans that are realistic and attainable in terms of available budget, resources and time.

On the following pages, we describe in further detail each of the three Phases of the IT Assessment and Master Plan process, along with a recommended approach for the ongoing IT Governance oversight for the Plan.

Phase 1 - Initiate

As project management professionals, SDI recognizes the importance of applying a formal project management framework to this project to ensure that it meets objectives and is delivered on- time and on-budget. The purpose of the Initiate Phase is to prepare for, and initiate, the project under a well-defined work plan. This phase includes confirming our understanding, as well as the understanding of the stakeholders, regarding the scope of work and the process for accomplishing the overall objectives of the project. Table 2 provides a detailed discussion of what each task in the Initiate phase entails.

Table 2 – Initiate Phase Tasks and Deliverables

Project Approach: Phases and Tasks		Deliverables
Phase 1 Initiate	1.1 – Facilitate Planning Meeting 1.2 – Work Plan Development and Review 1.3 – Request Existing IT Documentation 1.4 – Conduct Kickoff Meeting	✓ Project Work Plan ✓ Documents Request ✓ Kickoff Meeting Presentation
1.1 – Facilitate Planning Meeting		
TASK DESCRIPTION: SDI will meet with the District’s Project Sponsor to complete a detailed review of the scope of work, project timeline, deliverables, project status methods, project participants (i.e. sponsor, subject matter experts, technical resources, etc.), and other items to ensure a well-planned project. During this meeting, SDI will discuss the tools and templates that will be leveraged.		
1.2 – Work Plan Development and Review		
TASK DESCRIPTION: SDI will publish a Work Plan and facilitate a meeting with the District Project Sponsor to review and obtain feedback on the proposed Work Plan. The goal of this meeting is to obtain consensus on the Work Plan and a commitment to support the Work Plan. The Work Plan will be continuously updated throughout the project timeline as part of regular status reporting.		
DELIVERABLES: Draft and Final Work Plan		

1.3 – Request Existing IT Documentation

TASK DESCRIPTION: To support the activities associated with Phase 2 of the project, SDI will request and review documentation including, but not limited to, the following:

- District Goals
- District Strategic Business Plan, Budget, and CIP
- Previous Related Assessments and Plans
- District Organizational Chart and Contact Information
- Technology Budgets and Capital Plans
- Technology Governance Agendas and Minutes
- In Process or Planned Technology Project Documentation
- IT Inventory
- IT Policies and Procedures
- IT Disaster Recovery Plan
- Network Architecture Documentation
- IT Service Level Agreements
- IT Performance Statistics or Activity Reports
- Technology Vendor Listing and Agreements

DELIVERABLE: Documents Request

1.4 - Conduct Kickoff Meeting

TASK DESCRIPTION: Since the project will have an enterprise-wide impact, it is important to proactively communicate with all impacted staff to ensure a clear understanding of project goals and objectives, roles and responsibilities, approach, tasks, and timeline. The Kickoff Meeting also provides the opportunity to introduce the SDI team to District staff and should involve senior level management and project sponsors to provide introduction of this District-wide endeavor. It is important that all District staff that will be involved in the project, regardless of their role, participate in the Project Kickoff meeting.

DELIVERABLE: Kickoff Meeting Presentation

Phase 2 - Analyze

In developing the ITMP, it is necessary to first have a comprehensive and realistic understanding of how effectively the current IT organization and assets meet the District’s requirements, the District’s business objectives and priorities, and how the District desires to use technology as a key enabler in supporting its business in the future. This “look ahead” must take into account that not only is technology evolving rapidly, but so are public expectations regarding timely and easy access to District services and information transparency. In the Analyze Phase, SDI’s consultants work closely with District technology stakeholders to define the future vision for the District’s use of technology and the gap between that vision and the District’s current IT infrastructure. SDI’s consultants will develop an assessment as to how well the District’s IT services comply with best practices and will identify gaps between the level of service provided by the District’s IT resources and user service level expectations.

The IT Assessment is developed based on information gathered through in-person interviews, the results of an easy-to-use, online survey that is available to all District users, interviews with IT personnel, site visits, an assessment of the degree to which the District and its IT organization conform to information technology best practices, and a review of the District’s technical documentation.

In those areas where the Assessment indicates that action is needed, SDI will provide a finding and one or more recommended actions, an assessment as to the relative priority of each recommendation, and an action plan that considers the relative importance of each recommendation along with a timeframe for implementation. Table 3 describes in detail the activities associated with the Analyze phase.

Table 3 – Analyze Phase Tasks and Deliverables

Project Approach: Phases and Tasks		Deliverables
Phase 2 Analyze	2.1 – Conduct “Voice of the User” Survey	✓ “Voice of the User” Survey
	2.2 – Conduct Business Technology Assessment	✓ Draft and Final Survey Reports
	2.3 – Perform IT Assessment	✓ Verbal Briefing of IT Assessment Findings
	2.4 – Conduct Management Briefing	✓ Draft and Final IT Assessment Report
	2.5 – Develop and Deliver IT Assessment Report	
2.1 – Conduct “Voice of the User” Survey		
TASK DESCRIPTION: SDI will conduct a web-based user survey to determine overall satisfaction in terms of IT service delivery and support. The survey will be available to all District technology users and provides an opportunity to obtain their input. Once the survey is concluded, SDI will prepare a Survey Results Report. The report will summarize the survey results and present best practices targets for each survey question. The best practices targets represent what a well-funded and high performing IT service delivery organization would strive to attain. The information gathered from the online survey provides valuable input to the IT Assessment.		
DELIVERABLES: “Voice of the User” Survey, Draft and Final Survey Reports		
2.2 – Conduct Business Technology Assessment		
TASK DESCRIPTION: SDI will facilitate a series of workshops with District departments to identify the current technology environment within each organization, barriers to full utilization of those technologies, and planned uses and expansion of technology in the future. The workshops will be held for each department and attended by department managers and key staff as directed by the District. As part of this activity, SDI will create an Application Effectiveness Matrix that evaluates how key applications are used by the departments to fit their current and future needs.		

2.3 – Perform IT Assessment

TASK DESCRIPTION: SDI's IT Assessment evaluates whether the District's IT infrastructure and support organization are prepared to support the future needs of the District by reviewing six key operational "assessment dimensions." This review takes a comprehensive **best practices** view of essential IT delivery components, as a weakness in any one particular dimension can adversely influence the overall effectiveness of the organization. Findings and recommendations are developed based on:

- Information gathered in the course of the business technology interviews with department stakeholders
- The results of the Voice of the User Survey
- Interviews with IT managers and staff
- The IT best practices assessment

SDI's team will consolidate this information and develop findings and recommendations based on the District's compliance with best practices in the following dimensions:

- **Technology Governance** – Evaluation of the current IT organization and assessment of its skills, staffing levels, and capability to support operation and maintenance of current and future systems. This will include a review of IT project management practices, planning activities, IT refreshment, and the use of oversight committees.
- **Service Delivery** – Evaluation of the daily operation of the IT environment including budget, service metrics, maintenance, help desk, configuration management, change management and capacity management.
- **Business Technology Applications** – Evaluation of the processes and methods to support business and operational applications.
- **Data Management** – Analysis of data management practices and governance, data integration opportunities, and potential business intelligence (BI) applicability.
- **Security** – Evaluation of the use of software monitoring tools, virus protection procedures, physical hardware security, network vulnerability, passwords, data backup/recovery processes, physical and data security, integrity planning, PCs, network, firewall, incident response, patch management, anti-virus protection and emergency operations.
- **Infrastructure** – Review of the network, servers, desktops, telephony, storage configurations, remote access, data storage, server management, and operational procedures.
- **Administration** – Review of technology procurement processes, contract management, vendor management, software license management, budget/charge back management and physical inventory processes.

2.4 – Conduct Management Briefing

TASK DESCRIPTION: Upon compilation of the initial findings and recommendations from the IT Assessment activities, SDI will meet with the District’s Project Sponsor to review and discuss these items prior to the development of the draft IT Assessment Report.

DELIVERABLE: Verbal Briefing of IT Assessment Findings

2.5 – Develop and Deliver IT Assessment Report

TASK DESCRIPTION: After reviewing initial findings and recommendations with the District’s Project Sponsor, SDI will prepare a draft IT Assessment Report and review it with the District’s key stakeholders. Following the review, SDI will incorporate revisions as needed and deliver a Final Report. The completed IT Assessment Report will include a summary of the user survey, a summary of the best practices assessment, a SWOT (strength, weaknesses, opportunities, and threats) analysis, specific findings and recommendations that are realistic and actionable, and a proposed action plan for their implementation.

DELIVERABLES: Draft and Final IT Assessment Report

Phase 3 – Strategize

In Phase 3 – Strategize, SDI works with the District to review and analyze the findings of previous phases in order to identify, analyze, and prioritize projects that need to be included in the ITMP. SDI brings to the District proven methods and tools to ensure identified projects are well defined, understood by the stakeholders, and prioritized using agreed upon criteria. During this task, SDI will facilitate a Project Prioritization Workshop that uses a multi-step process to arrive at a District-wide prioritization of identified projects that will provide the basis for a roadmap in the ITMP. Table 4 provides detail regarding the Strategize phase of the process.

Table 4 – Strategize Phase Tasks and Deliverables

Project Approach: Phases and Tasks		Deliverables
Phase 3 Strategize	3.1 – Prepare for Prioritization Workshop 3.2 – Conduct District-Wide Prioritization Workshop 3.3 – Prepare IT Master Plan	✓ IT Project Portfolio ✓ Prioritization Workshop Materials ✓ Draft and Final IT Master Plan
	3.1 – Prepare for Prioritization Workshop	
TASK DESCRIPTION: SDI will utilize the results of the IT Assessment Report to identify projects that will improve the District’s current use of technology and serve the District’s longer-term technology needs. The output of this effort will be an IT Project Portfolio that identifies recommended projects, and provides additional information for each of the projects including the project’s sponsor(s) and other impacted departments, a project description, cost estimates, assessment of the level of effort and the level of risk involved in the implementation of the project, an assessment of the potential business impact, and other criteria to prepare stakeholders for the Planning and Prioritization Workshop.		
DELIVERABLE: IT Project Portfolio		

3.2 – Conduct District-Wide Prioritization Workshop

TASK DESCRIPTION: SDI believes we have many unique and proven methods to develop a successful ITMP; however, this activity alone sets us apart from all our competitors. SDI encourages the District to call our references and inquire about our innovative “Blue Wall Prioritization Workshop” approach that drives enterprise-wide consensus and acceptance of the IT Master Plan.

Our Blue Wall approach uses a multi-step prioritization methodology and tools that encourages staff participation and collaboration. The workshop is designed to help drive consensus to obtain District- wide prioritization of projects. The end result of the workshop will be a prioritized list of projects assigned to implementation timeframes. In addition, the workshop is designed to identify ITMP enabling factors which are defined as key elements that must be in place or occur to allow the Plan to be a success. Examples of enabling factors could include training, staffing, budget, governance, project management, and change management.

DELIVERABLES: Prioritization Workshop Materials

3.3 – Prepare IT Master Plan

TASK DESCRIPTION: SDI will incorporate work products from previous tasks as the foundation for the development of the District’s Information Technology Master Plan. SDI will use this information, as well as other information provided by staff and independent research to create a draft of the ITMP and review it with the District. The ITMP will provide a summary of the requirements that drove the need for the plan, review key information technology trends that will impact the District, and review the results of the Planning and Prioritization Workshop and the subsequent review and refinement of the project roadmap from the workshop.

SDI will revise and update the ITMP based on feedback from the District and will conduct a final technical and quality review of the final ITMP before submission to the District’s management team.

DELIVERABLES: Draft and Final Information Technology Master Plan

Project Timeline

Based on SDI's experience with similar projects, as well as our knowledge of the District's environment, we estimate that this project will require approximately 16 weeks to complete. Figure 2 below identifies the estimated weeks per phase.

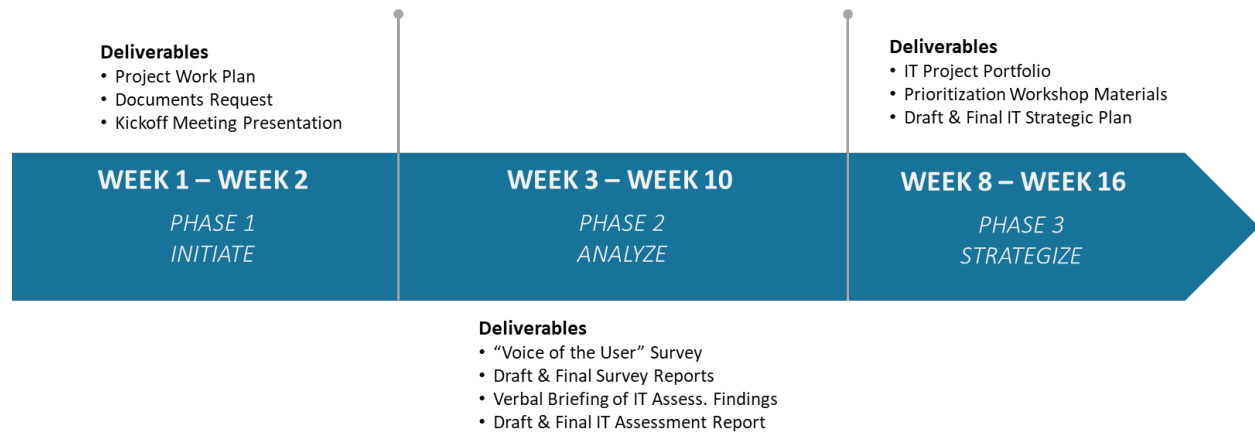


FIGURE 2 – PROJECT SCHEDULE

The success of achieving this schedule largely depends on the availability of the District's assigned staff, along with the timely completion of tasks required of District personnel including reviewing draft documents and scheduling of staff for required meetings.

EXHIBIT B
KEY PERSONNEL

Project Workflow

Provided below is a graphic depicting the overall project workflow.

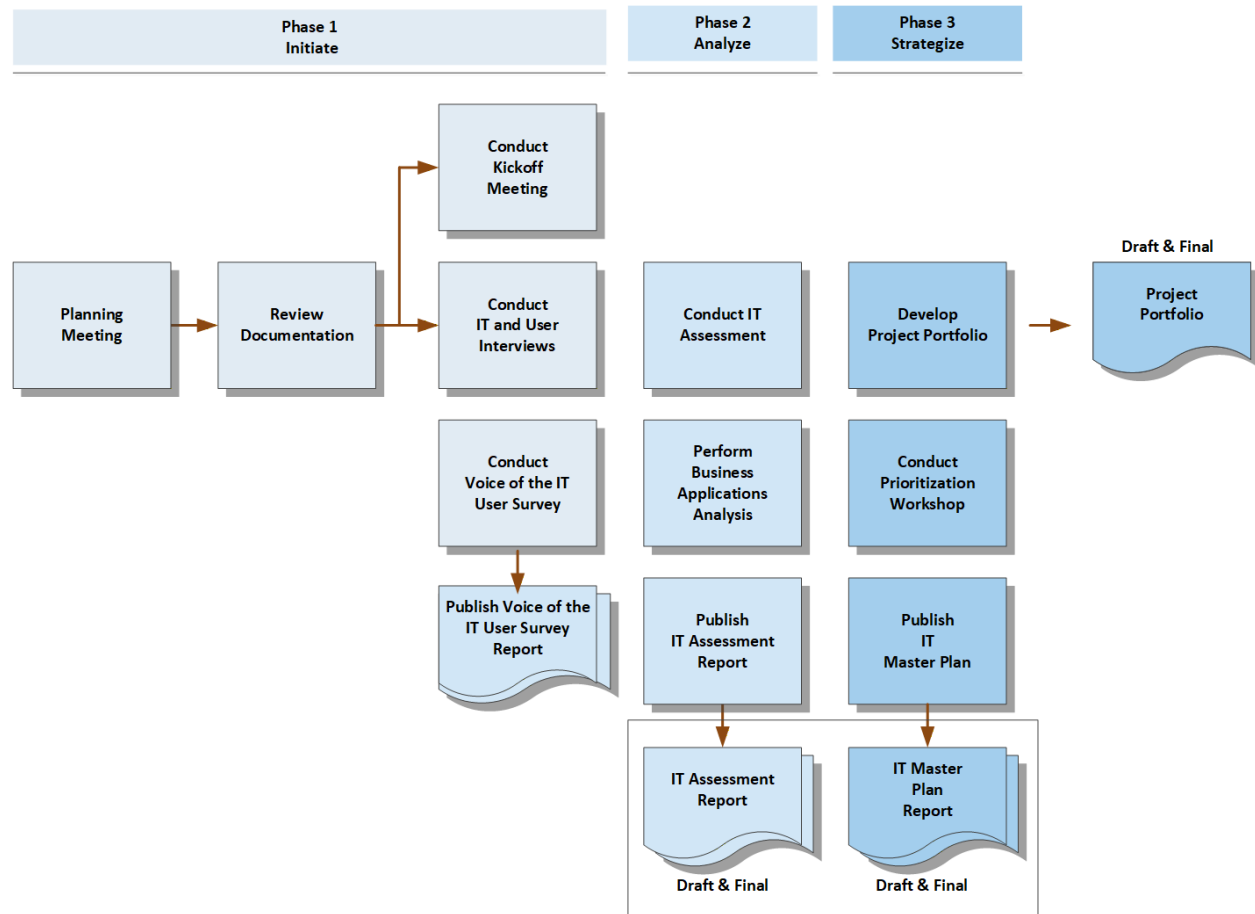


Figure 3 – Project Workflow

Project Team

For this project, SDI is proposing a team of highly qualified and experienced professionals with the proven ability to complete projects on time and within budget. SDI's proposed team includes public sector IT specialists with significant depth and expertise to address all aspects of this important project. The proposed project team is presented in Figure 4 below, followed by brief biographies. ***All team members are SDI employees – no subcontractors will be used for this engagement.*** Complete resumes of the SDI team are provided in Appendix B of our proposal.

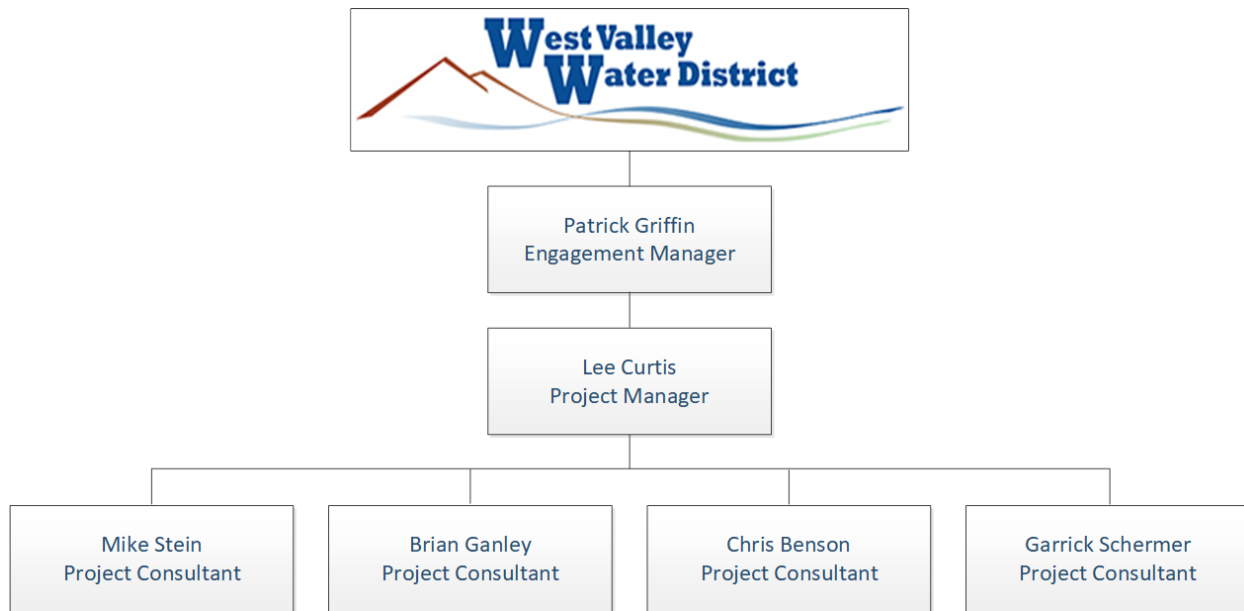


Figure 4 - Project Team

Patrick Griffin – Engagement Manager

Role: Mr. Griffin will serve as the Engagement Manager on the District’s project, bringing his years of experience working with public agencies to support the District and the project team on this important project. Mr. Griffin will provide management oversight and support to the SDI project team, interacting with the District team on contractual and business-related matters.

Biography: Mr. Griffin has over 40 years of experience in California local government. His municipal experience includes serving in various positions, including Controller, Finance Director, Community Development Director, and Assistant City Manager, with the latter position involving responsibility for the city-wide budget, information technology, and public communications and outreach. After retiring from the public sector in 2012, Mr. Griffin began a consulting career with NexLevel Information Technology, which merged with SDI in 2017. During his consulting career, Mr. Griffin has been responsible for completing dozens of IT Strategic Plans, as well as ERP and land management system procurements and implementations for local agencies.

Lee Curtis – Strategic Planning Practice Lead and Project Manager

Role: Mr. Curtis will serve as the project manager for the engagement, overseeing day-to-day project activities.

Biography: Mr. Curtis is a senior-level, hands-on executive with more than 40 years of experience in technology service and management consulting. He has been a top-tier manager with outstanding technology delivery skills and expertise in long-range project planning. Mr. Curtis has provided executive-level consulting to both the private and public sectors, supporting a wide range of technology implementations. With over 25 years at SDI, he is an experienced project manager, accomplished writer, and a well-versed consultant providing in-depth technology assessments and innovative strategic plans to public sector clients. Mr. Curtis has served as CIO or IT Director for numerous organizations across the country. He has presented IT Strategic Planning sessions at the Municipal Information Systems Association of California (MISAC) annual conferences. In 2020, he

presented a webinar on Strategic Planning to the Association of California Water Agencies (ACWA). Mr. Curtis has participated in assessments and planning projects for numerous cities, counties, and special districts.

Mike Stein – Project Consultant

Role: Mr. Stein will provide subject matter expertise throughout the project and will take a lead role in developing draft project deliverables.

Biography: Mr. Stein is a highly experienced management and technology consultant with more than four decades of experience in the public sector, the telecommunications industry and commercial banking. His career has been focused on helping organizations implement complex technology solutions and effectively utilize technology to solve business problems through business process re-engineering, IT strategic planning, procurement assistance, definition of requirements, and project management. Mr. Stein has been a key member of the project team for numerous strategic planning efforts since joining SDI in 2013.

Brian Ganley – Project Consultant

Role: Mr. Ganley will be SDI's Subject Matter Expert and will be responsible for performing tasks associated with the project, including the project deliverables. Mr. Ganley will provide focused technical expertise throughout the project, emphasizing critical components of the IT organization's operations, IT Service Delivery, IT infrastructure, applications, and cybersecurity.

Biography: Mr. Ganley is an experienced public sector information technology leader focusing on customer service, collaboration with stakeholders, strategic planning, and innovative technology solutions. Mr. Ganley is a hands-on technologist with extensive experience in cybersecurity, networking, and infrastructure, as well as a strong technical background. He was the Chief Information Officer for the County of Ventura, where he was responsible for a technology staff of 180, supporting 9,000 users and their desktops, as well as various applications and communications systems. Prior employment included serving as the Chief Information Officer for the Los Angeles Police Department, where he led the Information Technology Bureau, comprising a staff of 180, supporting 13,500 users and 8,000 desktops, and managing a budget of approximately \$34 million. In addition, Mr. Ganley was the Chief Information Officer for the City of Glendale and the City of West Hollywood.

Chris Benson – Project Consultant

Role: Mr. Benson will provide focused expertise throughout the project, emphasizing critical components of the IT organization's operations, IT Service Delivery, IT infrastructure, and cybersecurity.

Biography: Mr. Benson is an experienced public sector information technology leader focusing on customer service, collaboration with stakeholders, strategic planning, and innovative technology solutions. Mr. Benson is a hands-on technologist with extensive experience in municipal IT, including applications, cybersecurity, networking, and infrastructure. Mr. Benson recently joined SDI after a successful career in the local government information technology field. He worked for the City of Redondo Beach in a variety of IT roles, with the last 23 years as the City's IT Director. Recently, Mr. Benson participated in the Port of Los Angeles IT Assessment and Strategic Planning project and the Stockton Port District IT Master Plan.

Garrick Schermer – Project Consultant

Role: Mr. Schermer will provide focused expertise in the area of data analysis and management.

Biography: Mr. Schermer serves as SDI's AI Data Strategy & Governance resource, leading high-impact initiatives that strengthen data governance, quality management, and analytics capabilities across public sector and enterprise clients. In this role, he has delivered major governance and data migration strategies, contributed to thought leadership in Data & AI, and developed training programs to advance organizational AI literacy. Mr. Schermer's expertise spans data strategy, governance, enterprise architecture, AI enablement, and product management, supported by deep experience with modern platforms such as Snowflake, Azure, AWS, and Databricks. He is known for building high-performing teams, mentoring technical talent, and communicating effectively with executives and stakeholders to deliver transformative results.

EXHIBIT C
INSURANCE

INSURANCE

- A. **General Requirements.** Before commencing the performance of services under this Agreement, and at all other times this Agreement is effective, Consultant must procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits (combined single)</u>
Commercial General Liability:	\$1,000,000
Business Automobile Liability	\$1,000,000
Professional Liability	\$1,000,000
Workers' Compensation	Statutory Requirement

- B. **Commercial General Liability Insurance.** The amount of insurance set forth above must be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. The insurance must be on an "occurrence" not a "claims made" basis.
- C. **Business Automobile Insurance.** Automobile coverage must be written on forms subject to the written approval of District.
- D. **Professional Liability Insurance.** This coverage must be on an "occurrence" basis, including coverage for contractual liability. The Professional Liability Insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to services performed under this Agreement.
- E. **Workers Compensation.** Consultant must have a State of California approved policy form providing the statutory benefits required by law with employer's liability limits of no less than \$1,000,000 per accident for all covered losses, or Consultant must provide evidence of an approved self-insurance program.
- F. **Additional Insureds.** Each Commercial General Liability Insurance policy and Business Auto Insurance policy must provide that the District, its officials, officers, employees, agents and volunteers are "additional insureds" under the terms of the policy and must provide that an act or omission of one the insureds will not reduce or avoid coverage to the other insureds.
- G. **Deductibles and Self-Insured Retention.** Any deductibles or self-insured retentions applicable to the insurance policies required under this Agreement must be declared to and approved by District. In no event may any required insurance policy have a deductible, self-insured retention or other similar policy provision in excess of \$50,000 without prior written approval by District in its sole discretion. At the option of District, either the insurer will reduce or eliminate such deductibles or self-insured retentions with respect to the District's additional insureds or Consultant will procure a bond guaranteeing payment of any losses, damages,

expenses, costs or settlements up to the amount of such deductibles or self-insured retentions.

- H. **Primary Insurance.** Each of the insurance policies maintained by Consultant under this Agreement must state that such insurance will be deemed “primary” so that any insurance that may be carried by District will be deemed excess to that of Consultant. This endorsement must be reflected on forms as determined by District.
- I. **Certificates of Insurance and Endorsements.** Prior to commencing any services under this Agreement, Consultant must file with the District certificates of insurance and endorsements evidencing the existence of all insurance required by this Agreement, along with such other evidence of insurance or copies of policies as may reasonably be required by District. These certificates of insurance and endorsements must be in a form approved by the Legal Counsel. Consultant must maintain current certificates and endorsements on file with District during the term of this Agreement reflecting the existence of all required insurance. Each of the certificates must expressly provide that no material change in the policy, or termination thereof, will be effective except upon 30 days’ prior written notice to District by certified mail, return receipt requested. The delivery to District of any certificates of insurance or endorsements that do not comply with the requirements of this Agreement will not waive the District’s right to require compliance.
- J. **Insurance Rating.** All insurance required to be maintained by Consultant under this Agreement must be issued by companies licensed by or admitted to conduct insurance business in the State of California by the California Department of Insurance and must have a rating of A or better and Class VII or better by the latest edition of A.M. Best’s Key Rating Guide.
- K. **Aggregate Limits.** The aggregate limits for each insurance policy required under this Agreement must apply separately and solely to the services performed under this Agreement. If the required policies do not have an endorsement providing that the aggregate limit applies separately to the services being performed, or if defense costs are included in the aggregate limit, then the required aggregate limits must be increased to an amount satisfactory to District.
- L. **Waiver of Subrogation Rights.** Consultant and each insurer providing any insurance required by this Agreement must waive all rights of subrogation against District, its officials, officers, employees, agents and volunteers, and each insurer must issue a certificate to the District evidencing this waiver of subrogation rights.
- M. **Failure to Maintain Required Insurance.** If Consultant, for any reason, fails to obtain and maintain the insurance required by this Agreement, District may obtain such coverage at Consultant’s expense and deduct the cost of such insurance from payments due to Consultant under this Agreement or may terminate the Agreement.

- N. **Effect of Coverage.** The existence of the required insurance coverage under this Agreement shall not be deemed to satisfy or limit Consultant's indemnity obligations under this Agreement. Consultant acknowledges that the insurance coverage and policy limits set forth in this Agreement constitute the minimum coverage and policy limits required. Any insurance proceeds available to District in excess of the limits and coverage required by this Agreement, and which is applicable to a given loss, must be made available to District to compensate it for such losses.



STAFF REPORT

DATE: October 1, 2026
TO: Board of Directors
FROM: Brandon Yoshida, Board Secretary
SUBJECT: Consideration of Closed Session Placement on Board of Directors Meeting Agendas

STRATEGIC GOAL:

Strategic Goal 5 - Apply Sound Planning, Innovation, and Best Practices; E. Define, Develop, and Implement Best Practices.

Strategic Goal 8 - Deliver Superior Customer Service; C. Provide Easy and Transparent Access to Public Records and Information.

MEETING HISTORY:

None.

BACKGROUND:

The Board of Directors' regular meeting agendas currently include Closed Session at the beginning of the meeting, when applicable. Closed Session allows the Board of Directors to discuss matters that are authorized by law to be considered outside of public session.

The Board President has recommended that the Board consider whether an alternative placement of Closed Session, such as towards the end of the agenda, may better support the Board of Directors' meeting structure, collective discussion and decision making processes.

DISCUSSION:

This item has been brought forward to allow the Board of Directors to discuss the current practice, consider the proposed change to move Closed Session to the end of the regular meeting, and, if appropriate, provide direction on the preferred placement of Closed Session on future Regular Board of Directors meeting agendas.

Under the proposed format to hold Closed Session towards the end of a Regular meeting, the Board of Directors would conduct its regular public business before recessing into Closed Session, as needed. The Board of Directors would then reconvene in Open Session to report any required Closed Session actions before adjournment.

The Board of Directors may discuss either approach and provide direction on the preferred placement of Closed Session on future Board meeting agendas.

FISCAL IMPACT:

There is no fiscal impact associated with the requested action.

REQUESTED ACTION:

It is respectfully recommended that the Board of Directors:

1. Discuss and provide direction regarding the placement of Closed Session on future Board of Directors meeting agendas.