



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

**SAFETY AND TECHNOLOGY COMMITTEE MEETING  
AGENDA**

**TUESDAY, APRIL 13, 2021 - 6:00 PM**

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

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

**BOARD OF DIRECTORS**

Director, Dr. Michael Taylor, Chair  
Director, Kyle Crowther

**I. CALL TO ORDER**

**II. PUBLIC PARTICIPATION**

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

**III. DISCUSSION ITEMS**

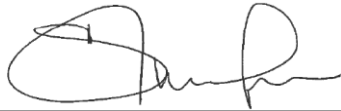
1. Update from Safety and Technology Committee
2. Update on the Tyler Incode 10 Inventory Control Module Implementation
3. Update on the Transition to Spectrum

4. Update on the Immaculight UV Disinfection System

**IV. ADJOURN**

**DECLARATION OF POSTING:**

**I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Safety and Technology Committee Agenda at the District Offices on April 9, 2021.**



---

**Lizett Santoro, Executive Assistant**



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

**DATE:** April 13, 2021  
**TO:** Safety and Technology Committee  
**FROM:** Shamindra Manbahal, Interim General Manager  
**SUBJECT:** UPDATE ON THE TYLER INCODE 10 INVENTORY CONTROL  
MODULE IMPLEMENTATION.

---

**BACKGROUND:**

West Valley Water District (the “District”) uses Enterprise Resource Planning (ERP) software to integrate many of its core business processes and functions into one system. At its September 6, 2018 meeting, the Board authorized staff to execute an agreement with Tyler Technologies (“Tyler”) to implement Incode 10 as a replacement for the old ERP. At its October 15, 2020 meeting, the Board of Directors authorized staff to contract with Tyler to implement the Inventory Control Module for Incode 10.

**DISCUSSION:**

The software for the Inventory Control Module was installed on 12/03/20. Implementation was originally scheduled to begin the week of 01/04/21 - 01/07/21. However, due to a staffing resource issue at Tyler, the implementation was delayed until 01/25/21. Staff attended the initial training session and began working on data conversion activities. Those activities were completed, and a second training session took place on 03/25/21. Upon completion of that session, staff scheduled and conducted a physical inventory count. The third and final training session is scheduled for 04/16/21.

**FISCAL IMPACT:**

No additional fiscal impact. Funding for the Inventory Control Module was included in CIP project W18035.

**STAFF RECOMMENDATION:**

Receive and file.

Respectfully Submitted,

*Shamindra Manbahal*

---

Shamindra Manbahal, Interim General Manager

SM:js



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

**DATE:** April 13, 2021  
**TO:** Safety and Technology Committee  
**FROM:** Shamindra Manbahal, Interim General Manager  
**SUBJECT:** UPDATE ON THE TRANSITION TO SPECTRUM

---

**BACKGROUND:**

West Valley Water District (“District”) currently contracts with AT&T for Fiber Internet Access, Trunking Service (PRI service for the VoIP telephone system), Plain Old Telephone Service (POTS) lines, and several cellular modems for telemetry. At its September 3, 2020 meeting the Board of Directors authorized staff to execute a service agreement with Spectrum Enterprise for most, but not all, of the current telcom services.

**DISCUSSION:**

A new fiber line and a fiber termination box were installed at the District headquarters on 02/16/21. The internet service equipment has been installed and is currently in use. The transition for the PRI service was scheduled for 03/29/21, but was delayed due to a technical design issue. A conference call is scheduled for 04/13/21 with technical staff from the District and from Spectrum, so that the issue can be resolved.

All POTS lines at the District Headquarters have been transitioned to Spectrum. Staff is still working with Spectrum to address lines at the South Operations Building and at the Oliver P. Roemer Water Treatment Plant.

**FISCAL IMPACT:**

Internet and telephone services are included in the FY 2021 Budget. An overall net reduction to the monthly expenses of approximately \$3,600 is anticipated. The total savings for the current fiscal year will depend on the timing of when the installation is completed, and services are fully transitioned.

**STAFF RECOMMENDATION:**

Receive and file.

Respectfully Submitted,

*Shamindra Manbahal*

---

Shamindra Manbahal, Interim General Manager

SM:js



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

**DATE:** April 13, 2021  
**TO:** Safety and Technology Committee  
**FROM:** Shamindra Manbahal, Interim General Manager  
**SUBJECT:** PROVIDE DIRECTION TO STAFF ON THE IMMACULIGHT UV  
 DISINFECTION SYSTEM

---

**BACKGROUND:**

This item was previously discussed at **Committee and Board of Directors meeting**.

Since the onset of the COVID-19 Pandemic, the West Valley Water District's, ("District"), Board of Directors has taken a proactive approach towards protecting the health and safety of District employees and ratepayers. Included among the various steps taken to help prevent the spread of the virus are the closing of the Customer Service Foyer, the implementation of a telecommuting program, the implementation of social distancing measures, the procurement and distribution of personal protective equipment, (PPE), and the increase of cleaning & disinfection services of all West Valley Water District Facilities.

Staff has been in contact with Alliance Companies USA, ("Alliance"), regarding the potential installation of UVC Disinfection Technology, ("Immaculight"), at District facilities. This offers a solution for continuous surface and air disinfection. It would complement the pandemic related safety measures that are currently in place and would support the District's commitment to providing a safe environment for staff and for returning customers, (when the time is appropriate to re-open to the Public.

**DISCUSSION:**

At the 01/21/2021 meeting, the Board instructed staff to proceed with issuing a purchase order to Alliance as required to initiate the process of confirming eligibility for reimbursement by the Federal Emergency Management Agency (FEMA). Staff was instructed to report back to the Board of Directors for further direction once a determination was made by FEMA. Although a final determination has not yet been made by FEMA, staff is providing an update and seeking direction.

**FISCAL IMPACT:**

A reimbursement application packet was submitted for Public Assistance Program (PA) under the declared disaster for the California Covid-19 Pandemic (DR-4482-CA). The PA rate for DR-4482-

CA is 75%.

Staff submitted the application packet reflecting the full costs associated with the system. However, after receipt of Public Assistance Program funding of 75% or (\$250,000.00), 25% or (\$84,000.00) will be funded from budgeted Employee Health and Wellness program.

**STAFF RECOMMENDATION:**

Provide staff with direction on how to proceed.

Respectfully Submitted,

*Shamindra Manbahal*

---

Shamindra Manbahal, Interim General Manager

SM:js