

Office of Administrative and IT Services

January 2020 Quarterly Update



PROCUREMENT, CONSULTING, & CONTRACTS

STAFFING:

- Staff are developing plans and procedures to successfully transition a portion of the Capital Program Planning & Analysis Unit to the Purchasing and Contracts Unit as a method to centralize, streamline and develop best practices in the procurement, consulting and construction activities. To reflect this transition, this Unit's new name is Construction and Project Support Team, under the Purchasing & Contracting Unit.
- Staff is collaboratively working with the IT and Finance staff to design and implement the new ERP system.

BOARD POLICY:

- Staff has implemented policy changes to align the competitive bidding thresholds with the recently adopted AB707 and Board policy changes.

INFORMATION TECHNOLOGY (IT)

PROJECT INFORALL:

- Project InForAll is now moving full steam ahead to modernize many of our administrative processes. A cross-functional team consisting of 8 Units, 8 staff, and the InforAll project team is currently completing design work for our Finance and Supply Chain modules, while those focused on our Human Resources operations are currently undergoing a series of 15 training and orientation courses.
- Much of the project team has relocated from their current location to our Santa Teresa Office Building with the rest of the core project team. The consolidation of the work groups into a centralized location shows a commitment to the project's success, while a number of Limited Term staff fill their seats back home.

WIFI AT PENITENCIA WATER TREATMENT PLANT (PWTP):

- After over a year of planning, design and construction, the long-awaited wireless network at PWTP has been completed. Staff at the facility can now enjoy connectivity in several critical areas of the property.
- This new Implementation will allow plant operators and maintenance crews to view schematics and drawings, communicate and complete other work in the field without having to access a wired-computer terminal.

TELEPHONE SYSTEM UPGRADE:

- Valley Water is well on its way to moving our communications into the 21st century. Our new phone will support mobile devices, soft clients, instant messaging and video conferencing while providing a robust and secure infrastructure.

EMAIL MOVES TO THE CLOUD:

- It is in the midst of migrating our Email system from a 10-year old on premise system to Microsoft Exchange Online.
- Staff will enjoy new features, a robust secure infrastructure and increased storage.
- About 1/3 of Valley Water is already on the new system with the project slated to be completed in early 2020.



FLEET

- Necessary permits, training and up fitting to the new compactor has been completed and is ready to go into service. This compactor assigned to Watersheds Field Ops will be a valuable asset to keep the cleanup operations successful.
- New Valley Water logos for the Fleet are in the mock up stages for final approval.
- Valley Water is looking to initiate the procurement on our first ever Electric Vehicles for staff and Board Members to reserve for driving to offsite meetings and projects sites.



Fleet vehicle with new Logo

ENVIRONMENTAL, HEALTH & SAFETY (EH&S)

FALL PROTECTION:

- EH&S staff have been working with Engineering and Welding staff to improve fall protection for Facilities Maintenance staff throughout the Almaden Campus. One such project was the fabrication and installation of guardrails at the Crest Building rooftop.

EMERGENCY SERVICES & SECURITY (ESSU)

EMERGENCY OPERATIONS CENTER (EOC) ACTIVATIONS:

- In October 2019, ESSU coordinated and led two EOC Activations in response to Pacific Gas & Electric's Public Safety Power Shutoffs. The EOC supported the management of Valley Water critical functions through the planned extended power outages, which resulted in no disruption of Valley Water's water supply during the events.

SECURITY:

- In October 2019, security guard posts were added to the HQ and Administration Building lobby reception areas. This presence during standard work hours will increase security capability within the largely populated facilities.
- In November 2019, Valley Water Security conducted a Threat Response Drill/Workshop for Active Shooter Awareness in the Board Room with Valley Water Board of Directors and leadership in attendance.

WINTER PREPAREDNESS WORKSHOP:

- ESSU conducted its annual Winter Preparedness Workshop in December 2019, for external stakeholders. The workshop was well attended by representatives from cities, county, state, federal and local non-profit agencies.

BUSINESS SUPPORT

NEW BUSINESS CARDS AND ONLINE ORDERING:

- Valley Water business cards have been redesigned to reflect the new Valley Water logo.
- Along with the newly designed business cards, the portal allows staff to typeset their own business card, a proof is sent to the manager to approve, and then sent to the outside printer. Using the printer's outside portal saves internal staff time and reduces the demand on our servers.

FACILITIES MANAGEMENT

ADMINISTRATION BUILDING STAFF MOVES & UPGRADES:

- Facilities Management has moved approximately 130 staff located in the Operations & Maintenance Building to the Administration Building. In addition to staff moves, the Administration Building has been receiving upgrades. This includes new flooring, paint, fixtures, furniture, and break areas. This ongoing large upgrade project's goal is to increase efficiency and create a work environment more conducive to the critical functions of staff located in the building.

SANTA THERESA BUILDING ERP PROJECT BUILD-OUT

- As a commitment to the success of the InForAll ERP Project, all of the ERP core project team members were relocated to the Santa Theresa Building. This was a large-scale build-out project adding additional workstations and work areas to support the complexity of the project. Approximately 25 ERP staff have been relocated to this office.



Santa Theresa Building new ERP workstations

HQ CAFETERIA UPGRADE:

- Valley Water has been working hard planning a refresh to our HQ Cafeteria. The Almaden Campus continues to increasingly need more meeting space and areas for staff to collaborate outside of their personal workstations. This project includes cleaning existing tile, replacing carpeting with new tile, fresh paint, and new video screen. The new furniture will be coming soon.
- This upgrade helps transform the cafeteria seating area into a multi-functional space; allowing the room to also be used for larger meetings, breakout sessions among multidisciplinary groups, and hosting events.



HQ Cafeteria Upgrade

LOOKING AHEAD

Revise existing Travel Program	Update and implement Consultant & Construction Contract templates	Project kickoff for Voice Over IP System	Project InForAll Phase 3 & 4 kickoff	Modernize Valley Water technology to focus on mobility	Update IT's Disaster Recovery Capital Project	Complete the upgrade of the Administration Building
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