

CEO BULLETIN



To: Board of Directors
From: Norma J. Camacho, CEO

Week of February 21 – February 27, 2020

Board Executive Limitation Policy EL-7:

The Board Appointed Officers shall inform and support the Board in its work. Further, a BAO shall 1) inform the Board of relevant trends, anticipated adverse media coverage, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established and 2) report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

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1. 2020 Health Insurance Renewals

Valley Water has received notification that the Blue Shield HMO/PPO and the Kaiser medical plans will renew their contracts with Valley Water effective April 1, 2020. Combining both Blue Shield and Kaiser renewals, Valley Water's overall medical premiums increase by 1.6% effective April 1, 2020.

For further information, please contact Anna Noriega at (408) 630-3089.

2. Chiller Filter Replacement at the Pacheco Pumping Plant

The Pacheco Pumping Plant (PPP) old chiller filter has had multiple failures over the years due to corrosion-induced leaks. The filter was replaced with a dual filter package for redundancy. These new filters came with a new Original Equipment Manufacturers (OEM) control box. Installation of the replacement units occurred between February 13-19, 2020. The control box automated features

were wired, programmed, and checked after installation. Proper operation of the filter flush valve, hydraulic cylinder, and flush motors was verified through system testing on February 19, 2020. The program flush cycle times will be further fine-tuned by Valley Water HVAC staff in the coming weeks.

For further information, please contact Jesse Soto at (408) 630-2244

3. ICMA (International City/County Management Association) Talent Award

On February 6, 2020, Valley Water was recognized by ICMA with a Talent Award as an Overall Champion in the categories of attraction/recruitment, retention/development and culture. The award was presented at the League of California Cities City Managers Conference at the Meritage Resort in Napa.

For further information, please contact Anna Noriega at (408) 630-3089.

4. Increasing efficiency of forms processing through electronic signature and routing

Valley Water has over five hundred (500) forms in our Forms Control (FC) database that are used for a variety of internal services including payroll, accounting, facilities, human resources, and security to name a few. To increase efficiency in routing, signing, and storing these processed forms, the Business Support & Warehouse unit is implementing Seamless.gov.

Seamless.gov is a platform that specializes in helping government agencies automate form processing (both internally and externally) in a simple and efficient manner. Our current forms can be uploaded and fields are added to convert the form into an "e-form". The form can be filled out, routed by email (with updates on where the form is in the signature process), and the completed form is filed electronically and shared as a PDF.

Valley Water has been working with units that have the most commonly used forms to convert their forms into Seamless.gov and prepare for a launch in April 2020. Early adopters include the Employee Health and Safety unit for the Safety Shoe program and the Facilities Unit for the Space Allocation Requests. The Office of Talent and Inclusion also converted the multitude of forms used for recruitment services and have purchased their own Seamless.gov account to maintain confidentiality.

Benefits such as eliminating hard copies of the forms, eliminating the need to route forms through inter-office mail, and the ability to track the form in the routing sequence is saving Valley Water staff a lot of time. With the advent of our new ERP (Enterprise Resource Planning) system, Infor, we will usher in additional automation of our process. However, Seamless will continue to be used for processes where using Infor isn't applicable.

For further information, please contact Tina N. Yoke at (408) 630-2385.

5. Santa Teresa Water Treatment Plant Electrical Incidents

On February 16, 2020 and February 18, 2020, the Santa Teresa Water Treatment Plant (STWTP) experienced a ground fault detected in the primary breaker which supplies power to the west side of the treatment plant. Back-up power generators started and continued to provide power. After troubleshooting the problem, it was determined that a sump pump motor that was beginning to fail was causing the ground fault. The sump pump was replaced and electricians tested the other seven

pumps within the system and determined that all pumps are operable and available for use. Furthermore, maintenance and engineering teams are working to determine the feasibility of implementing further downstream ground fault protection on key equipment. All preventive maintenance job plans have been reviewed and will be adjusted to include more comprehensive motor checks within this system.

During these electrical incidents at the STWTP, there was no impact to treated water delivery.

For further information, please contact Bhavani Yerrapotu at (408) 630-2735 or Aaron Baker at (408) 630-2135.

6. Silicon Valley Talent Partnership Results

Silicon Valley Talent Partnership is an organization that partners with community organizations to scope high-impact projects that move their work forward in the areas of education, homelessness and workforce development. The organization recruits pro bono teams from Silicon Valley companies who are highly skilled in the area of expressed need.

At Director Varela's recommendation, Valley Water Recruitment and Classification staff met with SVTP Director Floor Koudjis last year in August 2019 and partnered on a project to expand Valley Water's existing internship program with an emphasis on increasing our outreach efforts and benchmarking against best industry practices. SVTP secured a pro bono team from Robert Half International to provide skilled volunteers to assist in the endeavor. In late January 2020, Valley Water met with Ms. Koudjis and Robert Half to receive the results of their efforts. Valley Water is preparing a Board Agenda item in April 2020 to share the results and proposed adjustments to our program as a result of the feedback.

For further information, please contact Anna Noriega at (408) 630-3089.

7. SVCP (Silicon Valley Career Pathways) Grant

San Jose Evergreen Community College District - Workforce Institute (SJECCD-WI) recently submitted an application for the Education Workforce Investment Grant - Computer Science (EWIG-CS) with the support of Valley Water, the County Office of Education, Work2Future, and other organizations. This grant is designed to deliver statewide computer science (CS) professional learning opportunities for K-12 teachers and paraprofessionals. SJECCD-WI's foundation of providing professional learning and training to local employers and educators for over 30 years and leading a nationally recognized regional collaborative, Silicon Valley Career pathways, SJECCD-WI is equipped to effectively lead the effort to build capacity supporting Local Education Agencies with computer science based professional learning opportunities.

The SJECCD Work Force Institute has provided professional learning to Valley Water employees for over twelve years. The instructors, staff, and administrators are experts in their field and many come from the industry. For the past five years, Valley Water has partnered with SVCP offering high school students the opportunity to participate in paid summer internships in various areas of Valley Water.

For further information, please contact Anna Noriega at (408) 630-3089.

8. **Santos**
Two-Year Budget and Water Rates Cycles
BMR #20-0005

At the special Board meeting on February 4, 2020, Director Santos requested Valley Water staff to agendaize a discussion on a two-year budget and water rates cycle. In order for Valley Water Budget staff to respond effectively to the request, staff is recommending a June/July 2020 Board agenda item to provide a brief overview of Valley Water's current budgeting process as well as an analysis of the benefits and drawbacks associated with a two-year budget and water rates cycle.

For further information, please contact Darin Taylor at (408) 630-3068
