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Call to Order

Board of Directors Workshop - Engineering
Tuesday, August 9, 2022

Chairperson – Director Harrison
Vice-Chair – Director Hayes

Introductions

Following the introduction of Directors and District staff, participants may use this time to state their name and agency/affiliation in order to be included in the formal record of attendees.

Public Comment

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items except as authorized by law. Each speaker is limited to a maximum of three (3) minutes.



Summary of Previous Meeting (Pg. 3)

Board of Directors' Workshop - Engineering – July 12, 2022

Discussion Item 4.1 (Pg. 10)

Melissa Zoba, MBA, MPA – Chief Information Officer

Consider the Purchase of a Network Firewall and Monitoring/Analytics Application

Staff Recommendation

Staff recommends the Board forward the purchase of a new network firewall and analytics application in the amount of \$40,864 to the next regular meeting of the Board of Directors for consideration

BACKGROUND

Network Firewall

- A firewall is the front-line protector of the business network and restricts unwanted traffic
- Remote workers increases vulnerability to a cyber attack
- Primary firewall has failed; secondary firewall has been activated

Analytics/monitoring

- Monitoring and analytics support the administrator's ability to manage and control access
- A robust analytics application should provide security analytics and automation to provide better detection and response against cyber risk

Needs Assessment

- Staff worked with IT consultants and vendors to determine an optimal solution
- Cybersecurity Threat Assessment Program (CTAP) was conducted to assess security posture
- Existing supply chain delays has accelerated the need to initiate the replacement process

Replacement

- Fortinet FortiGate firewall and FortiAnalyzer application were identified as the optimum solution
- Quotes were solicited from several vendors for the FortiGate firewall and FortiAnalyzer application
- Two (2) quotes were received; Nth Generation was selected as the preferred vendor

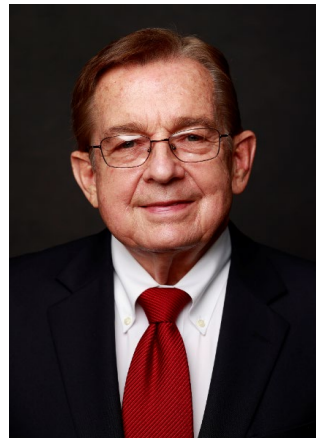
Director Comments and Discussion



Paul Kielhold
President



June Hayes
Vice President



**T. Milford
Harrison**
Treasurer



Gil J. Botello
Director



Susan Longville
Director

Staff Recommendation

Staff recommends the Board forward the purchase of a new network firewall and analytics application in the amount of \$40,864 to the next regular meeting of the Board of Directors for consideration.

Discussion Item 4.2 (Pg. 13)

Melissa Zoba, MBA, MPA – Chief Information Officer

Consider the Purchase of a Core Switch

Staff Recommendation

Staff recommends the Board forward the purchase of a new core switch in the amount of \$79,967 to the next regular meeting of the Board of Directors for consideration.

BACKGROUND

Core Switch

- Core switch manages the network traffic demands of the District operations
- Data traffic, voice and video data are all managed through a core switch

Needs Assessment

- Typical lifecycle based on industry standards is 8-10 years; existing core switch is 12+ years
- Staff worked with IT consultants and vendors to determine an optimal solution
- Existing supply chain delays has accelerated need to initiate the replacement process

Replacement

- Fortinet FortiSwitch was identified as the best solution due to its integration with the Fortinet security fabric
- Quotes were solicited from several vendors for the Fortinet FortiSwitch
- One (1) quote was received; Nth Generation was selected as the preferred vendor

Director Comments and Discussion



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Vice President



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Harrison**
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Director



Susan Longville
Director

Staff Recommendation

Staff recommends the Board forward the purchase of a new core switch in the amount of \$79,967 to the next regular meeting of the Board of Directors for consideration.

Discussion Item 4.3 (Pg. 17)

David McArthur – Water Operations Manager

Wen B. Huang, PE, MS – Deputy General Manager/Chief Engineer

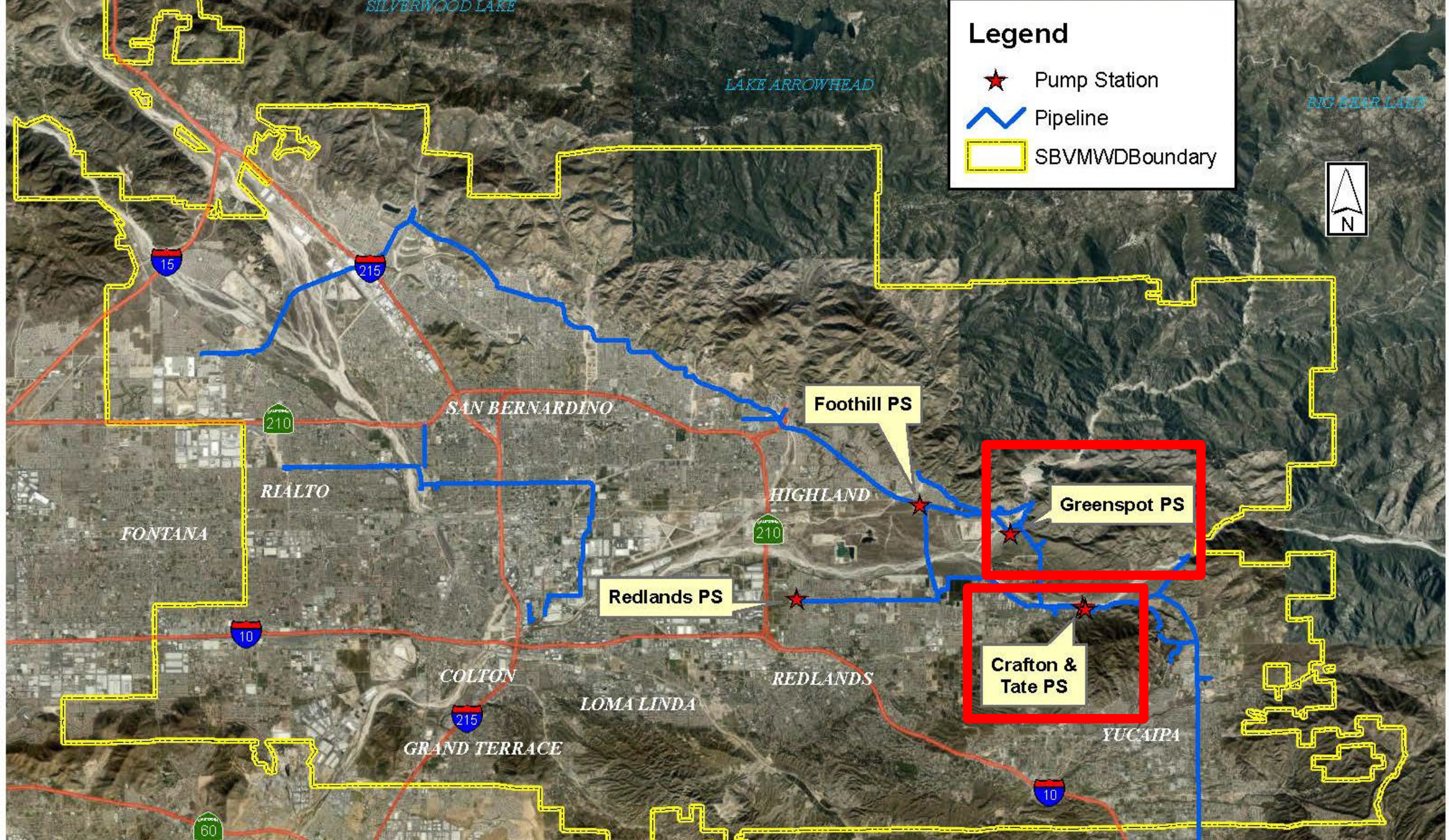
Consider Replacement of Two Air Conditioning Units at Greenspot and Crafton Hills Pump Stations

Staff Recommendation

Staff recommends the Board forward the purchase and replacement of two air conditioning (AC) units, one at Crafton Hills Pump Station (CHPS) and one at Greenspot Pump Station (GSPS), in the amount of \$81,407 to the next regular meeting of the Board of Directors for consideration.

Background

- Greenspot Pump Station (GSPS) and Crafton Hills Pump Station (CHPS) AC units have been operational since 2002
- GSPS conveys water to CHPS, Tate, East Highland and Mentone farmers
- CHPS conveys water to YVWD, SGPWA, and Yucaipa Regional Park
- Through the Joint Facilities Agreement with DWR, Valley District is responsible for general maintenance including AC units
- Cost to replace each unit:
 - GSPS = \$38,835 (SGPWA share = 22.86% or \$8,878)
 - CHPS = \$42,572 (SGPWA share = 39.23% or \$16,701)



Legend

- ★ Pump Station
- Pipeline
- ▭ SBVMWDBoundary



Foothill PS

Greenspot PS

Redlands PS

Crafton & Tate PS

SILVERWOOD LAKE

LAKE ARROWHEAD

MC BEAR LAKE

15

215

210

210

10

215

60

10

SAN BERNARDINO

RIALTO

FONTANA

HIGHLAND

Redlands PS

COLTON

LOMA LINDA

REDLANDS

GRAND TERRACE

YUCAIPA



Greenspot
M-2



Crafton
E-2

Director Comments and Discussion



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Staff Recommendation

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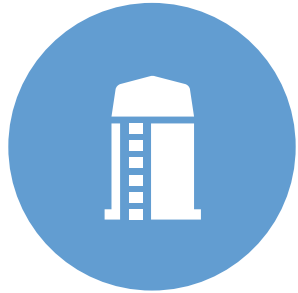
Discussion Item 4.4 (Pg. 23)

Heather Dyer, MS, MBA – Chief Executive Officer/General Manager
Karen Resendez, MAOL – Human Resources and Risk Manager

Review Employee Handbook Update

Staff Recommendation

Direct staff to place an item on a future Board of Directors regular meeting agenda for consideration and adoption of the Employee Handbook.



Structure



Tone



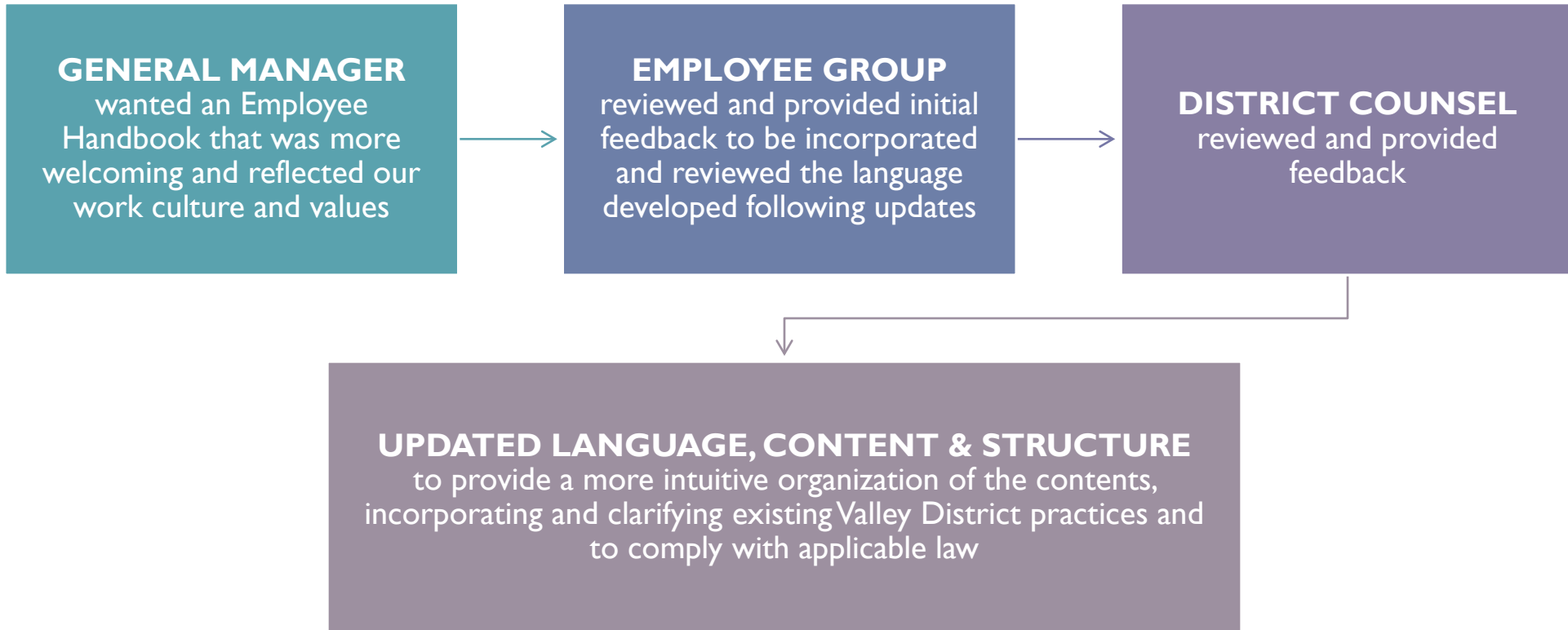
New Provisions



Legal Updates & Incorporate
Practice Alignment

REVIEW UPDATES TO EMPLOYEE HANDBOOK

PATH TO THE UPDATED HANDBOOK



STRUCTURE

Navigation
made easier

Like items
grouped
together

Policies
placed in
appendices

tone update reflects



Warm Welcome



Setting Expectations



Inclusive Culture



Valley District Values of:

Collaboration
Trustworthiness
Innovation
Drive

CEO/GENERAL MANAGER WELCOME MESSAGE

Welcome to Valley District! I sincerely wish you every success here. You are more than an employee to me. You are a valued colleague who has something special to contribute towards our mission. I believe every employee contributes directly to our agency's growth and success, and that we each contribute to the growth and success of our colleagues.

I believe in the impossible and the power of optimism. I believe we can achieve anything we set our minds to if we are willing to commit and work hard as a team. I have learned that long-term success cannot be solely due to the efforts of individuals – success is sustained over time by a bond, a cohesive team in which every employee is living our values and contributing towards our common destination. This is how we will be truly transformative and resilient into the future.

I expect each of you to put forth your best effort every day. I expect you to go beyond what is simply "required" so that you can achieve the best result possible. Why? Because our mission is that important. We ensure water will be served to hundreds of thousands of people, forever! I expect you to be there for your team; engaged and committed – not because I expect it of you, but because you care enough about our mission and your colleagues to never risk letting them down. Their success is your success.

Yes, that's a lot to expect of people! That's why I commit to you that I will be right there by your side. I will lead by example and strive to meet all these same expectations every day. I will work hard to lead this organization, to challenge you, to give you opportunities to grow and succeed. Your success is my success. I will be fair, impartial, and thoughtful, and act with courage on your behalf. I will serve Valley District anchored by my leadership values: Vision, Integrity, Courage, and Service.

I hope your experience here will be challenging, enjoyable, and rewarding. WELCOME TO THE TEAM!!

Sincerely,

Heather

CEO/General Manager



tone REFLECTED

- ✓ Warm Welcome to Valley District
- ✓ Sets Workplace Culture Expectations
- ✓ Aligns with Valley District Values

tone REFLECTED

✓ Inclusive Culture

✓ Workplace Culture Expectations

INCLUSION AND EQUAL OPPORTUNITY



Valley District embraces mutual respect, diversity, collaboration, creativity, innovation, and equal opportunity. We hire from a wide variety of backgrounds and are committed to building a high functioning team that represents those backgrounds, perspectives and skills; we believe it makes Valley District stronger. We encourage our employees to bring their authentic, original and best selves to work. The more inclusive we are, the better our work will be.

Valley District is an equal opportunity employer. All aspects of employment are based on merit, competence, performance and business needs.



OPEN DIALOGUE

Open dialogue happens when members are empowered to share their thoughts, ideas and disagreements without fear of repercussions. To that end, Valley District encourages different points of view, suggestions for improvement, new and creative ideas and perspectives, actively listening to and seeking to understand others' differing points of view, collaboration and information sharing, and raising questions or concerns. Depending on the issue at hand, you should approach the most appropriate person, your supervisor, a coworker, Human Resources, any leader, including the General Manager, to discuss, report or offer your voice on the matter. Use your best judgment to determine who that person may be.



While discussions and productive disagreements are encouraged, negative judgments, incivility and/or suppression of opposing views are not acceptable behavior.

If a complaint or concern is raised, we cannot guarantee that every problem will be resolved to your satisfaction. However, Valley District values you and your voice matters; we want you to feel free to raise issues of concern without the fear of retaliation.

TONE REFLECTED

✓ New Sections Added

✓ Personal Responsibility is a Key Theme

Respectful Workplace

- New language provides guidance to employees of expectations for workplace interactions; includes a complaint and resolution procedure

Work Hours and Flexible Work

- Incorporates current Valley District practices and provides additional guidance around employee responsibilities while working flexibly

Commitment to Health and Safety

- Language incorporated to support Valley District's commitment to sustaining a safety culture and the responsibility of each employee

Anti-Retaliation Commitment

- Language incorporates Valley District's current practices

tone reflected

✓ Language Updates to Existing Provisions

✓ Personal Responsibility Theme Continues

Workplace Violence Prevention

- Language updated and strengthened to provide clear and concise expectations, and to incorporate legal updates

Drug and Alcohol-Free Workplace

- Section updated and strengthened to provide work rules and conduct expectations for all employees, ramifications for violations, incorporates employee assistance for substance abuse issues, and legal updates

Captured Policies in Appendices

- Policies moved to appendices of Employee Handbook – historically, these policies were the first items that employees saw in the Handbook; this structure revision allow for freer flow of information and refers to these sections – all employees are still required to review them and sign an acknowledgment

At Will Employment

- Allow more flexibility to meet new goals in times of changing business needs and demands
- Employees hired into At Will status will enjoy protection under state and federal legislation and all the same benefits and opportunities as current employees
- Removes barriers to any benefits that were limited while on probation – use of some accrued leaves, jury duty and witness leave pay, professional memberships

On-call & Scheduled Overtime Pay

- Incorporates our current practices
- Employees assigned to Operations

NOTABLE NEW SECTIONS

Salary Step Progression

- Language aligns with and incorporates the recommendations from the organization-wide 2021 class and comp study

Floating Holiday

- Incorporates current practices – Valley District has historically provided 2 Floating Holidays annually for staff to use in the same manner as vacation
- Language provides clarity around the prorated amount new hires receive in the year they are hired

Compulsory Leave

- Provides discretion to Valley District to remove employees from duty due to loss of required licensure or for reasons of fitness for duty

MORE NOTABLE NEW SECTIONS

IMPORTANT UPDATES

Performance Reviews

- Aligns with the Performance Review & Professional Development Program

Educational Incentive Program

- Allows use for professional certifications which benefit Valley District;
- Repayment provision if leave Valley District within 24 months;
- Language for taxable reimbursements subject to IRS regulations

Employee Training & Professional Development

- Updated to include an annual maximum for voluntary activities

Personnel Device Allowance

- Move to an allowance from a reimbursement

MORE IMPORTANT UPDATES

Holidays

- Follow federal holiday schedule; and clarifies what happens when Holidays fall on an employee's regular weekday off for those working alternative work schedules

Reimbursements for Meals & Lodging

- Use Federal General Services Agency (GSA) as a guide for reasonableness of expenses and reimbursements

Policy Items Updated or Added to Appendices

- All policy provisions were added to Appendices
- Some were updated or added to comply with legal requirements or changes including: Family & Medical Leave, Victim Rights Leave, Lactation Accommodation

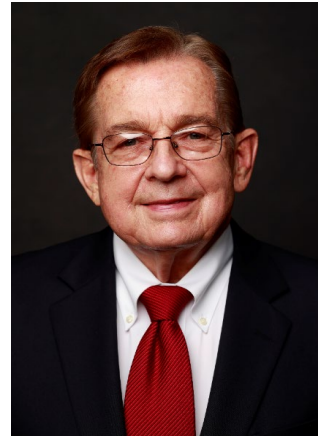
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Future Business

Adjournment
