

- **Board of Directors**
Engineering and Capital Programs Committee

March 13, 2007 Board Meeting

8-1

Subject

Appropriate \$1.91 million; and authorize the Union Station Headquarters Technology Upgrade project

Description

The Union Station Headquarters Technology Upgrade project will upgrade audio, video and information technology-related equipment in the main board room and all committee rooms (i.e., rooms 1-101, 1-102, 2-145 and 2-456) in Metropolitan's headquarters building at Union Station. The Board of Directors and external organizations use the board and committee rooms on a regular basis and it is imperative that the technology supporting these meetings be reliable and that the sound and picture be of high quality.

The existing equipment in the board and committee rooms is over eight years old and is at the end of its useful life. Additionally, many of the parts are difficult to obtain because the equipment is now outdated and is no longer manufactured or supported by the vendor. For example, the circuit boards used to control the microphones are based on analog technology. If these fail, replacement parts are unavailable so a prolonged outage would result. Recently, a number of the audio/video components have begun to fail. Power supply failures are a routine occurrence, while system boards, monitors, audio recorders and other electronic components are failing at an alarming rate. For instance, in January 2007 the power supply for the audio/video control panel failed in room 1-102 less than 30 minutes before a committee meeting was scheduled to start. Fortunately, staff was able to quickly diagnose the problem and make the repair using spare parts. In addition to the equipment failures, BlackBerry devices and cell phones have interfered with the sound system, causing feedback. While many of these items are addressed quickly behind the scenes by staff's proactive preventive and corrective maintenance efforts, some failures and interference have adversely impacted the sound and picture quality during board meetings. Further, there is an increasing risk of a major prolonged disruption in the future if the equipment is not replaced.

The upgrade project will enable staff to provide high quality board support and to improve the reliability of audio and video operations during board and committee meetings. This project will replace the existing equipment such as cameras, projectors, videoconferencing components, touch screen control panels, component racks, voting system, station monitors, microphones, speakers, amplifiers, audio recorders, and all connecting cables. There have been significant improvements made in audio-video technology over the last eight years. This project will take advantage of industry advancements and will add new components and capabilities such as a touch-screen voting system, high frequency audio transmitters to eliminate interference due to cell phones and BlackBerry devices, dual-video viewing during videoconferences allowing participants to see the speaker and the presentation at the same time, and new video technology for better picture quality. In addition, videoconferencing capabilities will be expanded to include both the board room and committee room 2-456. In summary, the upgrade will provide significant improvements in reliability of the systems and in quality of the audio and video output.

The scope of this project includes specification of functional requirements, system design, and system installation. Metropolitan staff will perform project management and specify the functional requirements based on feedback from executive management, board members, and by researching similar modern facilities. Staff anticipates returning to the Board in the summer of 2007 to request authorizing of an agreement for the design and installation services after completion of a competitive selection process. Metropolitan staff will collaborate with the consultant during design and installation of the system to ensure that knowledge transfer occurs. One board/committee room will be upgraded per month in order to minimize impacts to meetings.

This action appropriates \$1.91 million and authorizes the Union Station Headquarters Technology Upgrade project in order to upgrade audio, video and information technology-related equipment in the main Board of Directors meeting room and all committee rooms in Metropolitan's headquarters building at Union Station. The appropriated funds include: \$660,000 for Metropolitan labor to specify the functional requirements, review the technical design, work side-by-side with the audio/video technicians in installing the new equipment, test the new system and manage the project; \$331,000 for professional and technical services to design and program the new audio/video system, upgrade the voting system and install the new systems; \$185,000 for upgraded equipment and software for the new audio/video system and videoconferencing systems; and a remaining budget of \$185,000 as a contingency to address any unforeseen issues that may arise during the project. This project has been evaluated and recommended by Metropolitan's Capital Investment Plan Evaluation Team and funds have been included within the FY 2006/07 capital budget.

See [Attachment 1](#) for the Financial Statement.

Policy

Metropolitan Water District Administrative Section Code 5108: Capital Appropriation

California Environmental Quality Act (CEQA)

CEQA determination for Options #1 and #2:

The environmental effects of the proposed action were evaluated in the Final Environmental Impact Report (Final EIR) for the Union Station Headquarters Technology Upgrade project. The Board certified the Final EIR in November 1995. During that same meeting, the Board also approved the Findings of Fact (findings), the Statement of Overriding Considerations (SOC), the Mitigation Monitoring and Reporting Program (MMRP), and the Headquarters Facility project itself. The current board action is solely based on a technological upgrade for the board and committee rooms and not on any changes to the approved project itself. Hence, the previous environmental documentation acted on by the Board in conjunction with the proposed action fully complies with CEQA and the State CEQA Guidelines. Accordingly, no further CEQA documentation is necessary for the Board to act on the proposed action.

The CEQA determination is: Determine that the proposed action has been previously addressed in the certified 1995 Final EIR, findings, SOC, and MMRP and that no further environmental analysis or documentation is required.

CEQA determination for Option #3:

None required

Board Options

Option #1

Adopt the CEQA determination and

- a. Appropriate \$1.91 million in budgeted funds; and
- b. Authorize the Union Station Headquarters Technology Upgrade project.

Fiscal Impact: \$1.91 million in budgeted funds (Approp. 15376)

Business Analysis: This option would improve reliability and quality of audio/video systems, would reduce downtime and equipment failures and would add videoconferencing capability in the board room.

Option #2

Adopt the CEQA determination and

- a. Appropriate \$165,000 in budgeted funds for implementing only the videoconferencing systems; and
- b. Authorize only the procurement and implementation of two videoconferencing systems.

Fiscal Impact: \$165,000 in budgeted funds (Approp. 15376)

Business Analysis: This option would improve reliability and quality of the Union Station videoconferencing system in room 2-456 and would expand videoconferencing capability to include the board room. Under this option, the new videoconferencing equipment would not be integrated into the existing audio/video system.

Option #3

Do not proceed with the Technology Upgrade project and continue to maintain aging equipment and repair equipment as failures occur.

Fiscal Impact: No impact on capital expenditures, but O&M expenditures would continue to increase to maintain the audio/video and computer equipment that has surpassed its useful life. The approximate annual cost of maintaining the system is currently \$100,000.

Business Analysis: Equipment failures are occurring more frequently. Parts for the existing equipment are scarce and in many cases no longer available. Without the upgrades, prolonged outages and equipment failures are more likely to occur, impacting board meetings as well as meetings held by executive management, member agencies and external organizations.

Staff Recommendation

Option #1



Roy L. Wolfe
Manager, Corporate Resources

2/28/2007

Date



Jeffrey Kightlinger
General Manager

2/28/2007

Date

Attachment 1 – Financial Statement

BLA #4580

Financial Statement for ITSP Infrastructure Program

A breakdown of Board Action No. 7 for Appropriation No. 15376 is as follows:

	Previous Total Appropriated Amount (Nov. 2006) *	Current Board Action No. 7 (Mar. 2007)	New Total Appropriated Amount
Labor	\$ 5,461,090	\$ 660,000	\$ 6,121,090
Materials and Supplies	9,344,670	734,000	10,078,670
Incidental Expenses	97,874	-	97,874
Professional/Technical Services	3,115,597	331,000	3,446,597
Contracts	245,000	-	245,000
Remaining Budget	896,769	185,000	1,081,769
Total	\$ 19,161,000 *	\$ 1,910,000	\$ 21,071,000

* Includes appropriated amount of \$557,000 from July 2006 which was omitted in the November 2006 board letter. Also includes reallocation of \$848,801 from remaining budget to Labor (\$657,801) and Professional/Technical (\$191,000) for additional software testing and disaster recovery remediation.

Funding Request

Program Name:	ITSP Infrastructure Program		
Source of Funds:	Revenue Bonds, Replacement and Refurbishment or General Funds		
Appropriation No.:	15376	Board Action No.:	7
Requested Amount:	\$ 1,910,000	Capital Program No.:	15376-I
Total Appropriated Amount:	\$ 21,071,000	Capital Program Page No.:	E-36
Total Program Estimate:	\$ 38,800,000	Program Goal:	Reliability & Efficiency