

THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

MINUTES

ADJOURNED ORGANIZATION, PERSONNEL AND TECHNOLOGY COMMITTEE

November 18, 2014

Chair Murray, Jr. called the meeting to order at 10:04 a.m. in Committee Room 2-456 at Metropolitan's Headquarters.

Members present: Chair Murray, Jr., Directors Arceneaux, Ballin, Calkins, Dick Evans, Friedman, Gray, Hawkins, Hogan, Quiñonez (entered at 10:19 a.m.), and Wunderlich.

Member absent: Vice Chair Camacho

Other Board Members present: Directors Ackerman, Apodaca, Atwater, Barbre, Beard, Blois, Dake, Dear, Griset, Kurtz, Lefevre, Lowenthal, Lewinger, McKenney, Morris, Peterson, Record, Santiago, Steiner, Touhey, and Tu.

Staff present: Ardalan, Arena, G. Breaux, Bryant, Burman, Carter, Clairday, Claisse, Giron, Green, Hess, Hunter, Jankovic, Johnson, Kightlinger, Lem, Lieu, Lopez, Man, Mares, T. Miller, Pellegrini, Pitman, Riss, Scully, Schaffer, Soo, H. Torres, Tucker, Upadhyay, Vanderhorst, and Zinke

1. OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COMMITTEE ON MATTERS WITHIN THE COMMITTEE'S JURISDICTION

No members of the public responded.

2. APPROVAL OF THE MINUTES OF THE ORGANIZATION AND PERSONNEL COMMITTEE MEETING HELD ON OCTOBER 8, 2014

Motion: Carried

Moved: Director Ballin Seconded: Director Hogan

Ayes: Directors Arceneaux, Ballin, Calkins, Dick, Evans, Friedman, Gray, Hawkins, Hogan, Murray, and Wunderlich

Noes: None

Abstentions: None

Absent: Directors Camacho and, Quiñonez

The motion passed by a vote of 11 ayes, 0 no, 0 abstain, and 2 absent.

3. COMMITTEE CHAIR'S REPORT

None

4. CONSENT CALENDAR ITEMS – ACTION

None

Director Quiñonez entered the meeting at 10:19 a.m.

5. OTHER BOARD ITEMS – ACTION

8-4 Subject: Appropriate \$3.93 million; and award \$2,155,000 Professional Services Agreement to Application Software Technology Corporation to upgrade Metropolitan's Oracle Financial Application and deploy and integrated Travel Expense Reimbursement Module (Approp. 15484)

Presented by: Director of Information Technology Services Tom Miller

Motion: Adopt the CEQA determination that the proposed actions are not defined as a project and are not subject to CEQA, and
a. Appropriate \$3.93 million; and
b. Award \$2,155,000 professional services agreement to Application Software Technology Corporation to upgrade Metropolitan's Oracle Financial Application and deploy Oracle's iExpense module.

Moved: Director Gray Seconded: Director Ballin

Ayes: Directors Arceneaux, Ballin, Calkins, Dick, Evans, Friedman, Gray, Hawkins, Hogan, Quiñonez, Murray, and Wunderlich

Noes: None

Abstentions: None

Absent: Vice Chair Camacho

The motion passed by a vote of 12 ayes, 0 no, 0 abstain, and 1 absent.

Mr. Miller informed the committee regarding the plan to upgrade Metropolitan's Oracle system. The upgrade includes awarding a professional service agreement to Application Software Technology Corporation and deployment of an integrated travel expense reimbursement module. This projects falls under Information Technology's strategic plan under the reliability category. Director Calkins asked for clarification of how the requested funds are being distributed. Director Kurtz asked a question regarding the \$1.3 million in In-house labor. Director Gray asked what the impact would be if this upgrade was delayed for one year. Mr. Miller responded to these questions.

8-5 Subject: Award contract to Shared Solutions and Services, Inc. in an amount not to exceed \$3.86 million to replace Metropolitan's telephone system (Approp. 15376)

Presented by: Unit Manager V Art Lopez

Motion: Adopt the CEQA determination that the proposed action is not defined as a Project and is not subject to CEQA, and award an agreement to Shared Solutions and Services, Inc. in an amount not to \$ 3.86 million to replace Metropolitan's telephone system.

Moved: Director Hogan Seconded: Director Hawkins

Ayes: Directors Arceneaux, Ballin, Calkins, Dick, Evans, Friedman, Gray, Hawkins, Hogan, Quiñonez, Murray, and Wunderlich

Noes: None

Abstentions: None

Absent: Vice Chair Camacho

The motion passed by a vote of 12, 0 no, 0 abstain, and 1 absent.

Mr. Lopez informed the committee regarding the plan to upgrade Metropolitan's Telephone system. Funds for this project were previously approved, therefore approval of funds are not being requested in this action item. This upgrade falls under Information Technology's Strategic plan in the enhancement category. Mr. Lopez provided information regarding this project that includes justification of the recommended upgrade, deployment and installation of equipment, list of Metropolitan sites and the timeline for completion of the upgrade. Director Dick shared a concern regarding the voiceover feature of this system and requested that IT ensures that this technology will be reliable. Director Murray asked Mr. Lopez to provide additional information regarding reliability. Director Evans asked if traditional phone companies responded to the request for information (RFP). Director Dick asked if references

were conducted with companies that are currently using this system and how many of those were positive. Director Dick inquired where the company is based. Mr. Lopez and Mr. Miller responded to these questions.

6. BOARD INFORMATION ITEMS

None

7. COMMITTEE ITEMS

- a. Subject: Business Outreach 2013/14 Annual Report Overview
 Presented by Section Manager John Arena

Mr. Arena's presentation focused on three areas within the Business Outreach section. The three areas were Outreach, Innovation & Technology, and Contract Monitoring. Director Evans requested a list of the 14 utility agencies that attended the Technology Approval Group (TAG) meeting and asked for a key contact to be listed on Metropolitan's website for anyone interested in or has questions regarding TAG.

Director Touhey asked if member agencies are given preferential treatment for small business opportunities. Director Tu asked if online training will be made available for business owners that are not able to attend Business Outreach events. Mr. Arena and General Manager Kightlinger responded to these questions.

8. FOLLOW-UP ITEMS

None

9. FUTURE AGENDA ITEMS

Director Petersen reminded the committee regarding his request of a tour of Metropolitan's computer room. Mr. Miller responded to this request and stated that a tour was scheduled in January 2015.

10. BOARD INFORMATION ITEMS

None

Next meeting will be held on December 9, 2014

Meeting adjourned at 11:02 a.m.

John W. Murray Jr.
Chair