



Agenda Date: 5/6/2020

Agenda Placement: 8B

## Napa Sanitation District Board Agenda Letter

---

**TO:** Honorable Board of Directors  
**FROM:** Timothy Healy - General Manager  
NS-Technical Services/Engineer  
**REPORT BY:** Robin D. Gamble Holley, Asset Management Analyst - (707) 258-6031  
**SUBJECT:** Receive Presentation and Accept the SCADA Master Plan

---

### **RECOMMENDATION**

Receive presentation, discuss, and accept the SCADA Master Plan.

### **EXECUTIVE SUMMARY**

NapaSan's SCADA (Supervisory Control and Data Acquisition) system is used to help staff manage the hundreds of processes in the plant and related facilities. The system allows for staffing flexibility and assists with process control to maintain permit compliance. Staff works both independently and with a number of outside supporting vendors and service providers to maintain the integrity of the system. Westin Technology Solutions (Westin) was selected to prepare a SCADA Master Plan (SCADA MP) to evaluate the SCADA system and conduct a gap analysis to identify where improvements can be made to the SCADA system to be more inline with the best industry practices (BIP).

The following sequence was used to evaluate the SCADA system:

- | Identification of service levels desired to be provided by the SCADA system;
- | Review of risks that could prevent meeting those service levels;
- | Review of the existing system to identify its current state;
- | Comparison of the current system with BIPs and identification of needs through a gap analysis; and
- | Development and prioritization of projects to close the gaps.

The projects were prioritized in three phases and categorized as 1) urgent actions, 2) important actions, and 3) useful actions. The SCADA MP identified eleven specific projects that will be incorporated into the upcoming 10-year capital program. Total cost is expected to be about \$3.05 million over the next ten years and an additional \$700,000 the following two years or \$3.75 million over the next twelve years.

The SCADA Master Plan is available upon request and copies will be at the Board meeting for review.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The project list generated in the SCADA Master Plan will be incorporated into the capital program starting in FY 20/21.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	NapaSan heavily relies on the functionality of the SCADA system to monitor plant processes for permit compliance.
Is the general fund affected?	Yes
Future fiscal impact:	The total proposed budget to complete the proposed projects is \$3.75 million with \$700,000 being beyond the proposal in the FY 20/21 10-year capital program.
Consequences if not approved:	Failure to maintain the system will result in greater costs as the system fails and could put NapaSan at risk a security vulnerability.
Additional Information:	The budget in the SCADA master plan was incorporated into the proposed FY 20/21 10-year capital program and was reviewed by the Long-Term Planning Committee. The overall budget will come to the Board at a future meeting.

### **ENVIRONMENTAL IMPACT**

The acceptance of the SCADA Master Plan is not a project under the California Environmental Quality Act (CEQA). The acceptance of the master plan does not constitute or authorize the approval of any new future project or activity identified in the master plan. These projects are subject to future approval by NapaSan and may be subject to change as more detailed plans are formulated during the formal project approval process. These new future projects will be subject to compliance with CEQA as applicable. No physical changes to the environment from these projects will occur without required CEQA compliance. The discretion of NapaSan to approve, approve with conditions, or disapprove these projects following the completion of any required CEQA environmental review is not limited by the acceptance of the master plan. The new future projects and activities described in the master plan are conditioned upon and may be modified based on any mitigation measures imposed in connection with CEQA review and any review and approval of entitlements or permits required by other agencies for the project or activity.

### **BACKGROUND AND DISCUSSION**

Westin was selected to prepare the SCADA Master Plan through a competitive procurement process. Westin was determined to be the most qualified firm to prepare the master plan.

**SUPPORTING DOCUMENTS**

A . Presentation

Napa Sanitation District: Approve

Reviewed By: Timothy Healy