



Agenda Date: 9/19/2018
Agenda Placement: 7F

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: Award Task Order for the SCADA Master Plan (CIP 19718)

RECOMMENDATION

Authorize the Purchasing Agent to execute Task Order 2 with Westin Technology Solutions to provide engineering services for the SCADA Master Plan (CIP 19718) in the amount of \$172,239.

EXECUTIVE SUMMARY

This Task Order with Westin Technology Solutions (Westin) is for developing a SCADA Master Plan (SMP) to guide the design upgrades, implementation and management of NapaSan's SCADA system in the amount of \$172,239.

Westin was selected through a competitive process to prepare the SMP. Staff issued a Request for Qualifications and a Request for Proposals and Westin was selected to prepare the SMP. The SMP will serve as a roadmap for NapaSan to follow for making improvements to the SCADA system. The implementation of the projects listed in the SMP will be in the 10-year capital program and span over the next 5 to 10 years. Westin's scope includes: project management, workshops with NapaSan staff, assessments on SCADA facilities, and an implementation plan based on budget allocations and criticality.

The schedule for preparing the plan starts in October 2018 and concludes in July 2019. A draft of the project identification plan will be submitted to staff for review in March 2019 so that budgetary numbers for SCADA system improvements can be incorporated into the FY 19/20 budget.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted?	Yes
Where is it budgeted?	The project is budgeted in the approved FY18/19 Budget for \$250,000. The project budget includes preparation of the SMP (\$172,239), a Task Order with NapaSan's SCADA programmer (estimated at \$20,000) and staff time (estimated at \$25,000).
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The SCADA Master Plan is in the 10-year CIP. The SCADA system is a critical asset to NapaSan and allows for reduced labor costs through remote operation of the Plant. With the speed of technological advances occurring at the rate it is today it is imperative that NapaSan's SCADA system be evaluated for necessary upgrades.
Is the general fund affected?	Yes
Future fiscal impact:	The project schedule is expected to extend into FY19/20. Unused funds from this fiscal year will be carried forward to cover expenses in future fiscal years.
Consequences if not approved:	The preparation of the SMP would be delayed. Staff does not have the expertise to prepare the plan independently. Furthermore due to the high-speed technological advancements being made in SCADA security, delaying the project could increase the security risks.
Additional Information:	None.

ENVIRONMENTAL IMPACT

The approval of the SCADA Master Plan (SMP) is not a project under the California Environmental Quality Act (CEQA). The approval of the SMP does not constitute or authorize the approval of any new future project or activity identified in the SMP. 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 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 approval of the SMP. The future projects and activities described in the SMP 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

NapaSan last updated its SCADA Master Plan in 2007. NapaSan completed suggested projects including the following: upgraded SCADA HMI platform to Wonderware, upgraded PLC and telemetry equipment, upgraded PLC Main and integrated a back-up system, upgraded the SCADA historian and ability to access data, upgraded the Rotork valve networks, installed of SCADA back-up power equipment (UPS), replaced fixed field operator interfaces with portable tablets, updated SCADA and PLC control and network drawings, acquired SCADA maintenance equipment, and replaced PLC remote I/O.

SUPPORTING DOCUMENTS

A . Task Order

Napa Sanitation District: Approve

Reviewed By: Timothy Healy