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| InfoShare Asset Management– Report to BACWA Board | InfoShare Asset Management Committee meeting on: 11/05/2015Executive Board Meeting Date: 11/20/2015Committee Chair : Dana Lawson, CCCSD |

**Committee Request for Board Action:** None

**Attendees:** David Williams (BACWA); Dana Lawson, Matthew Mahoney, Neil Meyer, PJ Turnham (CCCSD); Kevin Kolte (City of Livermore); Ben Conner (City of Petaluma); Kim Lin (CCWD); Aaron Johnson (DSRSD); David Stoops (EBDA); Dillon Cowan (EBMUD); Jordan Damerel, Meg Herston (FSSD); Andrew Damron (Napa Sanitation District); Paul Bonitz (SFPUC); Saeed Shams (City of San Jose WPCP)

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| **Introductions:*** Chair shared with attendees that our group is now sponsored by BACWA and thanked David Stoops for recommending that to the Executive Board.
* Attendees introduced themselves (see above).
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| **Presentation:*** Implementing Mobile Devices for Warehouse and Tool Room (Paul Bonitz, SFPUC)
	+ Slides were distributed (and can be e-mailed upon request)
	+ Participants discussed implementation of mobile technology and associated hurdles, need to test new software and hardware to make sure it’s working before asking field staff to pilot it, how to handle re-order points and connection between inventory system and purchasing, if minimum thresholds were set for inventory tools, identifying critical assets and associated spare parts, barcoding, expensing tools against work orders as you would equipment, etc.
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| **Announcement:*** CWEA SF Bay Section Professional Development Committee (Dillon Cowan, EBMUD)
* The PDC will be putting together a seminar next Spring and is looking for case studies of maintenance optimization, where an agency has implemented a Best Practice and documented the results.
* Discussion followed regarding use of predictive maintenance, such as vibration, thermography, oil analysis, with examples from several agencies.
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| **Discussion:*** Participants continued discussions from the presentation regarding quick turnover of technology, buy-in from end-users or lack thereof, challenge of interface and integration between different software platforms, managing and inventorying software licenses and levels of licensing, etc.
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| **Suggestions for Future Agenda Items:*** David Stoops suggested setting lifecycles/ service life of assets. Attendees were requested to bring any tables or guidelines they use within their organizations to the next meeting in February.
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| **Next Regular Meeting:*** Thursday, February 4, 2016 at EBMUD. Dillon Cowan will present either on force main condition assessments that were conducted a few years ago or on Pumping Stations.
* The group discussed setting a regular meeting schedule. All agreed to quarterly meetings in Feb, May, Aug, and Nov. Dana Lawson will check the schedule of the other BACWA meetings and with David Stoops to avoid any conflicts and then set a regular date within those months. Meetings will continue be held 11am-1pm at a host agency. CCCSD will be the default location unless another agency can host a specific meeting.
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| **Next BACWA InfoShare Asset Management Committee Meeting:** 02/04/2016, at EBMUD.  |