



# Diablo Vista Water System

## MINUTES

### DIABLO VISTA WATER SYSTEM MEETING OF THE ADVISORY BOARD

Small Conference Room  
100 Gregory Lane, Pleasant Hill, California 94523

June 17, 2014

**MEMBERS PRESENT:** Mario Moreno                      Jack Sciaroni  
Don Ortolan                                      Steve Zalewski  
Leslie Scatena

**MEMBERS ABSENT:** Erich Berthold, Chair  
Phil Williamson

**CALL TO ORDER:** The meeting was called to order at 6:45 p.m. by Steve Zalewski.

**PUBLIC COMMENT:** None presented.

### **OLD BUSINESS:**

#### Minutes of the Previous Advisory Board Meeting

A motion was made by Jack Sciaroni and seconded by Steve Zalewski to approve the passing of the Minutes of the DVWS Advisory Board meeting held on March 25, 2014. After a call for discussion and a vote by Jack Sciaroni, the motion to approve the Minutes, as written, passed unanimously.

#### Maintenance Plans and Operational Needs of the System and any Repairs that are Scheduled or Have Been Recently Performed

No maintenance plans or operational needs, just routine maintenance at this time.

#### Operational Equipment Needs

Jack ordered and received the ball valves, and used one at Shelly and Byron.

#### Capital Improvement Planning – Update on Preparation and Installation of Manifold and Pressure Tank

Mario informed the Advisory Board that he took the budget for the manifold and pressure tank installation to City Council, where it was approved. He added an additional 10%, for a total of \$220,000 for contingency funding, if needed. Mario suggested fine tuning the plans and be ready to go for bid in September. In order to begin the project in November, the contractor must procure all the products and

have the necessary permits, which may take 6-8 weeks, and might be too late. He offered to work on a schedule and send it to DVWS for review.

Review Possible Staff Transition Situations and Impact, if any, to DVWS

Currently, there are two DVWS board positions open which have been publicized in *The Outlook* for interested parties to submit their qualifications. The City Council interviews potential incumbents and appoints all qualified candidates. The board members are responsible for governance, and choose the engineers.

**NEW BUSINESS:**

Review the Number and Nature of Calls Received by the Dispatcher for the Period April 12–June 16, 2014

DVWS received 52 calls during the time period above. The majority of calls received by DVWS pertained to overwatering complaints (9), non-DVWS issues (10), requests for water to be shut off or on (13), inquiries as to if or when water will be turned on (6), and other inquiries (5). There were 3 leaks reported, and the pumps were shut off both April 25 and May 29 for exceeding monthly allotments.

Leslie will mail the list of calls to Mario to post on the DVWS website.

Review Monthly Allocations and Water Usage to Date

Due to overuse, the pumps were shut off both April 25 and May 29. As of June 15<sup>th</sup> at 5:00 p.m., we have used less than half of our monthly allotment, or 5.3 million gallons, with 6.9 million gallons remaining. We are doing fine as long as there is no heatwave.

Review Budget, Updates on Revenue and Expenditure Forecasts for 2014

The Advisory Board reviewed the budget and agreed everything is in order. Regarding the loan payoff to the General Fund: The General Fund advanced \$120,000 to the DVWS Fund in 06/2004. Principal payments commenced effective 07/15/2006 for a ten-year period. The balance as of 06/30/2013 was \$36,000 and the loan will be repaid in full on 07/15/2016.

Approval of Advisory Board Meeting Stipend Distribution

A motion was made by Jack Sciaroni to approve the Advisory Board stipends and seconded by Steve Zalewski. After a call for discussion and a vote by Jack Sciaroni, the motion to approve the stipend distribution passed unanimously.

**OTHER BUSINESS:**

The next DVWS Advisory Board meeting will be held on Tuesday, September 16, 2014.

There being no further business presented before the Board, the meeting was adjourned at 7:30 p.m.

Respectfully Submitted by

