



Diablo Vista Water System

MINUTES

DIABLO VISTA WATER SYSTEM ADVISORY BOARD MEETING

6:30 p.m.

Small Conference Room

100 Gregory Lane, Pleasant Hill, California 94523

December 16, 2014

MEMBERS PRESENT:

Mario Moreno, City Engineer
Gaston Habets
Don Ortolan
Leslie Scatena

Jack Sciaroni
Phil Williamson
Steve Zalewski

CALL TO ORDER:

The meeting was called to order at 6:55 p.m. by Steve Zalewski.

PUBLIC COMMENT:

None presented.

Prior to the start of this meeting, Steve Zalewski announced the passing of Erich Berthold, former Chair of the Diablo Vista Water System Advisory Board.

OLD BUSINESS:

Minutes of the Previous Meetings:

A motion to waive reading the Minutes of the quarterly meetings held on June 17 and September 18, 2014 was motioned for approval by Phil Williamson and seconded by Gaston Habets. After a call for discussion and a vote by Phil Williamson, the motion to approve the Minutes passed unanimously.

Maintenance Plans and Operational Needs of the System, as well as any Repairs Performed or Scheduled:

There are two repairs that need to be done in April. The first is near 50 Stevenson, and the second is on Beatrice. Don has already marked arrows in white on the side of marking the 15-20' area on Beatrice for Streamline to identify. Once the new manifold is in place, retested and made sure that it is working properly, Don will coordinate with Greg at Streamline.

Stevenson is a big ticket item, costing approximately \$20,000, and the Beatrice project will run between \$8K-\$10K.

Operational Equipment Needs:

Phil mentioned needing 4 hand pumps to allow the engineers access to the valves if the valve box is flooded. Gaston was informed that he can pick up a first aid kit, fire extinguisher, gloves, cones and an orange vest.

Capital Improvement Planning:

Mario reported that on October 20, City Council approved the manifold project. Mario will work with the contractor, Manito Construction Inc., to get the agreements and bonds, etc. Mario has the tax and pipe submittals. NWH reviewed and will start in mid-February, based on the schedule.

City deadline is April 1. The manifold will happen first, as the tank will take 9-10 weeks to manufacture. Mario asked if DVWS can run with the existing tanks should it take a couple of days to switch tanks. He also reminded the board that staff needs to be there for ongoing operations. The permits have been obtained and the contractor has 20 days to complete the job.

Jack reported that pump #2 has a leaky seal and is still not working. When it does run, it gets wet in the pump house. Jack has repacked it often, and will shut off the down flow to see if vibration is causing the leak. He will speak with Dan Svelhag before the end of the year.

Action item – revisit pump 2 at the March 17 board meeting

Call for Motion to Recognize Board Member Phil Williamson as a Staff Engineer to Maintain Adequate Engineer Coverage.

Steve Zalewski motioned to instate Phil Williamson as a staff engineer on the district payroll in conjunction with his engineering capacity to adequately serve as a board member. Gaston Habets seconded the motion, and Phil Williamson abstained due to conflict of interest.

Introduction of new DVWS Advisory Board Members for the 2015-2017 term.

Steve introduced and welcomed Phil Williamson and Gaston Habets to DVWS. Their roles are effective September 8. Both Phil and Gaston gave a few words to the board about their new roles with DVWS.

To maintain the rhythm, Steve Zalewski will accept chairmanship for six (6) months and transition Gaston Habets and Phil Williamson into their roles. Mario commented, for discussion purposes, as Phil is familiar with the operations of DVWS both in the field and board room, he should take on the role of Chairman.

Gaston will serve on the Advisory Committee for 4 years, and Phil will serve 6 years due to the vacancy in Jack and Erich's term with a 2 year lapse.

For now, however, Gaston and Phil will observe the process of DVWS and then the vote for Chairman will occur at the March 17, 2015 meeting.

NEW BUSINESS:

Review the Number and Nature of Calls Received by the Dispatcher for the Period September 16 to November 30, 2014.

Due to the absence of the dispatcher at the September 18 meeting, the numbers include calls for the period June 17 to September 18 which totaled 23, and for the period September 19 to November 30 (date water shut off) which totaled 21, for a grand total of 44 calls received:

10 breaks – 4 (homeowner’s responsibility), 5 (DVWS responsibility), 1 (CCWD – which resulted in CCWD signing up for Notify Me as a result. DVWS dispatcher sent out a Notify Me to inform users in the vicinity of the break that their CCWD water would be shut off for a brief period).

10 leaks – 5 (homeowner responsibility), 3 (DVWS responsibility), 2 (CCWD responsibility)

9 requests for water to be turned on or off

1 sink hole report (not DVWS)

7 inquiries when water will be turned on

2 inquiries – other

4 complaints – 1 (not warranted – not a DVWS user), 3 (overwatering)

Review Monthly Allocations and Water Usage to November 30, 2014 (date system shut off)

The board reviewed the allotted and actual water usage for 2014, and with the voluntary rationing set by CCWD, DVWS was within the guidelines using 59,290,628 gallons and conserving 12,580,955. With the exception of April and October when the system was shut down for (1) exceeding the allotment by 99,261 gallons, and (2) nearing the allotted amount on October 23 with 392,278 gallons remaining.

Review Budget Allocation and Expenditures for Current Fiscal Year

The board reviewed the budget and DVWS is sound for the coming year. With 80% of maintenance funds remaining, DVWS is in good shape for the manifold replacement project, and the repairs on Beatrice and Stevenson. However, the board will continue to keep an eye out on fund availability during these projects.

Review Possible Water Rate Increase.

It was presented before the board that the last rate increase of \$45.00 was in 2007, averaging the daily usage cost of \$1.00 a day per year/season. At this time, the board agreed there is no need for an increase however this will continue to be monitored and discussed as appropriate.

Transition Administrative Duties at City Hall to Engineering Department for Easier Accessibility and Manageability

At present, there is no central contact person at City Hall where DVWS can easily obtain and access information for DVWS without having to go through a myriad of departments. It was suggested that DVWS utilize the engineering department as a central point for easier accessibility. It was determined that with the amount of material that goes through the engineering department on a daily basis, it would be easier and more productive for DVWS to continue contacting the individual departments for access.

Approval of 2015 DVWS Advisory Board Meeting Dates

The dates of March 17, June 16, September 15 and December 15, 2015 (at 6:30 p .m. in the small conference room at City Hall) were agreed upon by the committee.

Discuss Stenciling DVWS Street Valves

To help identify the 32 locations of the street valves, the board discussed stenciling the street valves with a number in an identifiable color either on top of the valve cover or in the street for easier visibility. It was decided that Don Ortolan will be the chief engineer of this project and return in March with his recommendations of the stenciling size, color and location of where the numbers are to be painted.

Approval of Advisory Board Meeting Stipend Distribution

A motion to approve payment of September 18 and tonight's stipend fees to the Advisory Board members was made by Steve Zalewski and seconded by Phil Williamson. After a call for discussion and a vote by Steve Zalewski, the motion passed unanimously.

There being no further business presented before the board, the board took a moment of silence to honor Erich Berthold.

The meeting was adjourned at 8:35 p.m.

Respectfully submitted by:


Leslie Scatena, Secretary