



Diablo Vista Water System

MINUTES

DIABLO VISTA WATER SYSTEM ADVISORY BOARD MEETING

6:30 p.m.
Large Conference Room
100 Gregory Lane, Pleasant Hill, California 94523

June 21, 2016

MEMBERS PRESENT: Phil Williamson Dennis Roda
Gaston Habets Keith Bryant
Steve Zalewski
Mario Moreno, City Engineer
Claire Voorhies

MEMBERS OF
THE PUBLIC PRESENT: Dan Kvilhaug
Bruce & Joan Husted

CALL TO ORDER: The meeting was called to order at 6:40 p.m. by Phil Williamson

PUBLIC COMMENT: Concern expressed from Bruce & Joan Husted regarding the amount of algae in the canal water which is causing problems with hoses and drip irrigation. Phil Williamson noted this will be a discussion item later in the meeting.

DISCUSSION ITEMS:

OLD BUSINESS:

Minutes of the Previous Meeting:

A motion to waive reading the Minutes of the Board meeting held on March 15th, 2016 was motioned for approval by Steve Zalewski and seconded by Gaston Habets. After a call for discussion and a vote by Phil Williamson, the motion to approve the Minutes passed unanimously.

Update on getting DVWS valve covers labeled:

To date this has not yet been completed. Dennis Roda has a contact who could complete the labeling project.

Action Item: Dennis Roda will email the Board and staff with an estimated cost of the project. The Board has given prior approval for up to \$2,500 be spent on the project.

NEW BUSINESS:

Review the number and nature of calls received by the dispatcher for the period from March 16th, 2016 to June 21st, 2016:

Total of 84 calls/emails. Many residents have called or emailed regarding the low pressure in their systems, primarily due to the algae problem in the canal water. Breakdown includes (22) asking when the water will go back on, 26 regarding pressure problems/algae build-up. Many residents have started to email the dispatcher for information, or they call and listen to the updated voicemail and do not leave a voicemail. This total includes those calls.

Update from Engineers on system status and maintenance:

There has been a severe algae bloom this season, which has resulted in the inlet screen needing to be cleaned up to three times per day. It has been a particularly busy season since the start-up for the Engineering staff. Dennis Roda noted Pump 2 needs attention.

Recently the Engineers and Dan Kvilhaug did a site visit at the pump house. The findings of the visit were discussed which included general condition of each pump and the pit. It was determined that Pump #3 is currently virtually non-operational and Pump #2 needs prompt attention. Recommendation was that Pump #2 should be repacked and have the shaft inspected.

Mario Mareno will locate the manuals for the pumps and give them to the Engineers.

A motion to have Kvilhaug inspect Pump #2 and to make any necessary repairs not to exceed \$2,500 was made by Steve Zalewski and seconded by Gaston Habets. After a call for discussion and a vote by Phil Williamson, the motion was passed unanimously.

Review and receive final comments from the Board on the Annual 2016 DVWS newsletter prior to mailing out to customers:

Suggestion to add comment about City Recognition and retirement of Don Ortolon to the newsletter was made.

Action Item: Claire Voorhies will add comment and email final letter to Board members and staff.

Review Engineer schedules and apportionment of tasks:

The Engineer schedule is now in place with visits to the pump house twice daily and more if needed.

Gaston Habets commented that a more streamline documentation process needs to be put in place for job tasks, pump house procedures, etc. A Google docs file system will be started so all documents can be stored in one place and are accessible to DVWS staff and Board members. The Engineers schedule will also be added to a Google calendar.

Review the current Service Agreement with ControlCo and discuss obtaining a quote from ControlCo on upgrading the controller logic and installing a VFD:

Steve Zalewski provided a background of his discussion with Brian Turner from ControlCo including a potential proposal for adding a VFD to pumps 1 or 3 and upgrading the electronics at the pump house to include an emergency shutdown process/logic to prevent a situation where the pumps might dry out. An invitation will be extended to Brian Turner to attend the September 20th, 2016 Board meeting to discuss a proposal for potential upgrades.

Action Item: Claire Voorhies to forward previous email correspondence to Board members and DVWS staff from Brian Turner regarding proposed upgrades.

Discuss the CCWD's 2016 water allotment per month and review any water restrictions:

Mario Moreno provided a handout outlining Monthly Water Usage – Allotted and Actual for 2016. These numbers need to be confirmed with CCWD. Discussion was held regarding how much DVWS should go over the allocated allotment per month.

A motion to set in place a policy allowing Engineers to run 15% over allocation for the month for the 2016 season was made by Steve Zalewski and seconded by Gaston Habets. After a call for discussion and a vote by Phil Williamson, the motion was passed unanimously.

Action Item: Mario Moreno to confirm correct water allotment amounts per month.

Discuss the process of implementing an emergency shutdown process/logic to prevent a situation where the pumps might dry out:

Item was discussed above, to be reviewed with Brian Turner of ControlCo.

Review the status of the Capital Improvement Plan budget for the DVWS 12 inch water main capital replacement project:

Mario Moreno noted that the intent is to move forward with the design phase of the project, once a design group is on Board. The first phase is scheduled for 2017-2018.

Approval of Advisory Board meeting stipend distribution.

A motion to approve payment of the June 21st, 2016 stipend fees to the Advisory Board members and Engineers and stipend fees to the Advisory Board members for the June 20th, 2016 Council meeting was made by Steve Zalewski and seconded by Gaston Habets. After a call for discussion and a vote by Phil Williamson, the motion passed unanimously.

OTHER BUSINESS:

There being no further business presented before the Board, the meeting was adjourned at 8:35 p.m.

Respectfully submitted by:  _____
Claire Voorhies, Secretary