



# 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 20<sup>th</sup>, 2016

#### MEMBERS PRESENT:

Phil Williamson

Jack Sciaroni

Gaston Habets

Claire Voorhies

Steve Zalewski

Mario Moreno, City Engineer

#### MEMBERS OF

#### THE PUBLIC PRESENT:

Eric Kvilhaug

Brian Corcoran

#### CALL TO ORDER:

The meeting was called to order at 6:48 p.m. by Phil Williamson

#### PUBLIC COMMENT:

None

#### DISCUSSION ITEMS:

#### OLD BUSINESS:

##### Minutes of the Previous Meeting:

A motion to waive reading the Minutes of the Board meeting held on October 4<sup>th</sup>, 2016 was motioned for approval by Steve Zalewski and seconded by Phil Williamson. After a call for discussion and a vote by Steve Zalewski, the motion to approve the Minutes passed unanimously.

#### NEW BUSINESS:

##### Review the number and nature of calls received by the dispatcher for the period from October 5<sup>th</sup>, 2016 to December 20<sup>th</sup>, 2016:

Total of 18 calls/emails. Calls consisted of residents reporting leaking valve boxes, enquiries about when the system would be turned off, new residents requesting assistance and opting-out information.

##### Review filling the vacant Engineer position and utilizing the prior and active candidate list:

Brian Corcoran was in attendance at the meeting. Mr. Corcoran had previously expressed interest in a position with DVWS and had been interviewed by the current DVWS Board. A brief background was

provided by him and an overview of the position was given by the Board. He works locally during the day and resides within the DVWS boundaries.

A motion to utilize the existing candidate list and offering Brian Corcoran the open Engineer position 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.

Action Item – Mario Moreno will forward a contract for signature to Brian Corcoran.

Review the maintenance plans and operational needs of the system, including quotes for scheduled repairs and pump control upgrades:

Eric Kvilhaug provided a thorough overview of the Contract Proposal for upgrades to the DVWS pumps. Such upgrades include rebuilding Pump #3, and reinstalling it into the pump house. The rebuild would include an upgrade to a 30mph motor from a 25mph motor. Pump #1 would be repacked. Pump #4 would be removed and hauled away, this would make more room in the pump house. The current VFD would be moved to Pump #1. The Board agreed this work would be considered preventative maintenance.

A motion to approve the contract for pump upgrades from Kvilhaug Drilling and Pump, Inc was made by Steve Zalewski and seconded by Gaston Habets. The Board noted this is a directed bid due to the unique nature of the work. Other bids would be considered unproductive. After a call for discussion and a vote by Phil Williamson, the motion passed unanimously.

Action Item – Claire Voorhies will receive updated contract from Kvilhaug Drilling and Pump, Inc., and forward to Mario Moreno once signed by Phil Williamson.

A review of the quote from ControlCo was conducted. The quote includes making necessary security upgrades to the controllers, including electrical installation. A motion to approve the bid from ControlCo not to exceed \$10,000 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. Note: This motion was amended to acknowledge this was a directed bid due to the specialization of the work. After a call for discussion and a vote by Phil Williamson, the amended motion passed unanimously.

Action Item – Claire Voorhies will notify Brian Turner of the above motion.

Jack Sciaroni reported on a couple of known leaks and will follow up with Dennis Roda on repairs.

Review revenues and expenditures and budget balance for current and upcoming fiscal years:

An overview of Projected Revenue and Operating Expenses for Fund 81 and Revenue and Capital Expenditures for Fund 82 was given by Mario Moreno. The Board agreed both fund reserves are good and there has been a prudent use of resources in recent years. Monthly Water Usage (allotted and actual for 2016) was addressed. Residents continued to do a great job with conservation. It was noted that CCWD advised the cost of water is due to rise 6% for the upcoming season, which may affect some of the projected numbers.

Approve the proposed DVWS 2017 meeting dates:

A motion to approve the 2017 DVWS Board meeting dates on March 21<sup>st</sup>, June 20<sup>th</sup>, September 19<sup>th</sup> and December 19<sup>th</sup> was made by Phil Williamson and seconded by Steve Zalewski. After a call for discussion and a vote by Gaston Habets, the motion passed unanimously. The meetings will be held in the small community room at City Hall.

Approval of Advisory Board meeting stipend distribution.

A motion to approve payment of the December 20<sup>th</sup>, 2016 meeting stipend fees to the Advisory Board members and Engineers 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 8:32 p.m.

Respectfully submitted by: \_\_\_\_\_



Claire Voorhies, Secretary