



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

June 20th, 2017

MEMBERS PRESENT:

Phil Williamson	Jack Sciaroni
Gaston Habets	Claire Voorhies
Steve Zalewski	Brian Corcoran
Mario Moreno, City Engineer	Dennis Roda

MEMBERS ABSENT: None

**MEMBERS OF
THE PUBLIC PRESENT:** None

CALL TO ORDER: The meeting was called to order at 6:41 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 March 21st, 2017 was motioned for approval by Phil Williamson and seconded by Steve Zalewski. After a call for discussion and a vote by Gaston Habets, the motion to approve the Minutes passed unanimously.

Welcome recently hired Engineer, Brian Corcoran:

Brian was welcomed to the DVWS team.

NEW BUSINESS:

Review the number and nature of calls received by the dispatcher for the period from March 21st, 2017 to date:

Total of 62 calls/emails. Calls consisted of enquiries regarding when the pumps will be turned on for the 2017 season and for valve box repairs and reports of overwatering.

Update status of the 12-inch water main replacement design project on Roberta Avenue:

Mario Moreno provided an update on the design phase of the project. Plans were displayed for the DVWS Board and Engineers to review. The design phase is 90% complete, with the intention of having the project out to bid by September. Phase 1 is scheduled to be completed before the 2018 season start-up. Comments and feedback regarding the plans are due back to Mario Moreno by July 7th.

Review the procedure/system for tracking progress on necessary maintenance items:

Claire Voorhies has implemented a new system to document call-outs and repairs, with the intention of making repairs easier to track. Each call/email will be logged on a spreadsheet, along with the outcome which will be available to the Board and Engineers.

Jack Sciaroni added that Pump 2 needs to be added to the control system so that it will automatically come on, based on system demand.

Action Item – Steve Zalewski will contact Brian Turner to arrange turning on Pump 2.

Update status of scheduled training for the web base interface at the pumphouse:

Brian Turner of Controlco has agreed to provide training via a webinar. It was agreed this would be best if done together as a group.

Action Item – Claire Voorhies to schedule the community room for training.

Approve the Advisory Board meeting stipend distribution:

A motion to approve payment of the June 20th, 2017 meeting stipend fees to the Advisory Board members and Engineers was made by Phil Williamson and seconded by Gaston Habets. After a call for discussion and a vote by Phil Williamson, the motion passed unanimously.

OTHER BUSINESS:

Jack Sciaroni reminded the Board and Engineers that if anyone visits the pumphouse be sure to sign or initial the log book.

Vacation schedules and coverage were discussed.

There being no further business presented before the Board, the meeting was adjourned at 7:48 p.m.

Respectfully submitted by: _____



Claire Voorhies, Secretary