



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

March 18, 2015

MEMBERS PRESENT:

Mario Moreno, City Engineer
Gaston Habets
Don Ortolan

Jack Sciaroni
Phil Williamson
Steve Zalewski

MEMBERS OF THE PUBLIC PRESENT:

Claire Voorhies

CALL TO ORDER:

The meeting was called to order at 6:40 p.m. by Steve Zalewski.

PUBLIC COMMENT:

None presented.

OLD BUSINESS:

Minutes of the Previous Meeting:

A motion to waive reading the Minutes of the quarterly meetings held on December 16, 2014 was motioned for approval by Gaston Habets and seconded by Phil Williamson. After a call for discussion and a vote by Steve Zalewski, 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 before re-starting the system. The first is located between 50 and 60 Stevenson, and the second is located adjacent to 409 Beatrice. Both locations have been marked for USA inspections; Permits have been submitted to the City. Repairs to the 12" main on Stevenson are scheduled to begin April 1, 2015 and likely be completed the following day; Repairs at the Beatrice location are scheduled to commence following the Stevenson work, likely on April 2 or 3, 2015. The work in both locations will be performed by approved contractor, Streamline. The system will be temporarily pressurized during the week of April 6, 2015 to confirm the repairs do not leak. Once repairs have been confirmed, the system will be shut off until the anticipated season commencement on April 11, 2015.

Operational Equipment Needs:

The engineers were instructed to order required supplies for reimbursement. These supplies include disposable gloves, first aid kits and manual pumps; Gaston Habets reported purchasing a set of

valve tools and submitted a \$495.52 receipt to Mario Moreno for reimbursement; Mario Moreno to coordinate provision of City of Pleasant Hill photo ID badges for Gaston Habets and Phil Williamson.

Capital Improvement Project:

Manifold Replacement Project

- Mario reported that the City Council approved manifold replacement project, currently under construction by Manito Construction Inc., is on schedule for completion in March 2015.
- Mario noted that the project's contingency amounts are available to fund the following additional work: 1. Retaining wall and walking surface to improve access along west side of pumphouse; 2. Replace intake screen with properly sized new screen; 3. Re-anchor pumps to concrete floor of pumphouse; 4. Re-seal pump #2, funds allowing. A motion to approve use of project contingency funds for the above 4 items was made 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.
- Upon completion of the project, Steve Zalewski will contact ControlCo to schedule the system's re-calibration to ensure the new equipment is fully integrated into the existing control mechanisms.
- Once project completion, staff will take photos of the new equipment and post to the DVWS page on the City's website.

Street Valve Identification Project:

Consensus to paint all 32 street valve covers bright pink; Consensus to use a stencil to paint white street valve numbers on each of the pink street valve covers; Don Ortolan will add street valve numbers, #1 - #32, to his copy of the DVWS system map and share a copy of these locations with the board ; Don Ortolan to purchase paint and test the application on one of the street valve covers; Once street valve #'s have been assigned and the paint and stencil(s) have been purchased, Phil Williamson will schedule a work party for an upcoming weekend to perform the work of painting and numbering the street valve covers.

Reconnection Request:

The Board has received a request to turn on the DWVS water to a home within the system limits. The home has not used DVWS water for approximately 20 years; Steve Zalewski will research when DVWS commenced collecting a user fee to fund future capital improvements; Since the requesting homeowner has not been paying into the capital improvement fund, the Board will determine the amount to charge the homeowner to make up for the period they did not contribute toward system improvements done for the benefit of all users; Mario Moreno to confirm requesting homeowner's County taxes accurately include a charge for DVWS; After gathering the above-mentioned information, the Board will send a letter to the requesting homeowner with the proposed terms of reconnection.

NEW BUSINESS:

Review the Number and Nature of Calls Received by the Dispatcher for the Period December 1, 2014 to March 16, 2015.

Due to the absence of the dispatcher for the majority of the reporting period, there is not an accurate record of the number of calls received:

1 inquiry from new resident inquiring how the system works.

Dispatcher and Secretary Positions

Phil Williamson to retrieve dispatch equipment from former dispatcher; Phil Williamson to contact former dispatcher to request instructions for updating the phone message; Phil Williamson to revise the phone message to: 1. Direct all callers to an email address; 2. Add current system status (closed for season; anticipated activation date is in mid-April); 3. Advise to call City of Pleasant Hill in an emergency; until a new Dispatcher is hired, Board and engineers will add DVWS email address as new email account on their DVWS phones, allowing them to receive emails from homeowners attempting to contact the Dispatcher; Phil Williamson will obtain email address and password from former Dispatcher and forward to Board and engineers.

The Board recently advertised for the Secretary and Dispatcher positions recently vacated upon Leslie Scatena's relocation to Austin, Texas. Interested residents living within the DVWS service area were required to submit applications by February 20, 2015. The Board received one application and on March 17, 2015, following a thorough review of her application and comprehensive interview, the Board extended an offer for both positions to Ms. Claire Voorhies. Ms. Voorhies accepted the Secretary position and is considering the Dispatcher position.

Review Schedule for Pumps to be Turned on in 2015

Estimated activation date is April 11, 2015.

Review Potential Water Rationing by CCWD and Conservation Scenarios to Consider

The Board agreed it first needs to hear what CCWD will provide as an annual allotment; depending on CCWD allotment and rationing mandates, Board can either discuss at next regularly scheduled meeting or hold a special meeting to discuss immediate steps; Board considering making an informational presentation to the City Council to apprise them of our situation.

Identify the Need of Future Capital Improvement Projects and desired Timelines:

The Board and engineers discussed possible future capital improvement projects including: 1. Replace pumphouse electronics; 2. Replace 10" line connecting Marvin Drive to Roberta Avenue; 3. Replace 12' line from pumphouse to Byron Drive; 4. Have entire system filmed to assess condition. The Board agreed to discuss further and consider budgetary implications at a subsequent Board meeting.

Election of New Chair of the Board

This item was continued to the next Board meeting.

Vacation Schedules through April 13th (Spring/Easter Break)

| | |
|------------------|--------------|
| Phil Williamson: | April 2 - 9 |
| Claire Voorhies | April 3 - 7 |
| Jack Sciaroni: | April 4 - 5 |
| Gaston Habets: | April 9 - 13 |

Approval of Advisory Board Meeting Stipend Distribution

A motion to approve payment of March 17, 2015 stipend fees was made by Steve Zalewski and seconded by Gaston Habets. 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 meeting was adjourned at 7:58 p.m.

Respectfully submitted by:



Phil Williamson, Board Member