



# 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

September 19<sup>th</sup>, 2017

#### **MEMBERS PRESENT:**

Phil Williamson	Jack Sciaroni
Gaston Habets	Claire Voorhies
Steve Zalewski	Brian Corcoran
Mario Moreno, City Engineer	
Deidre Castillo, Associate Civil Engineer	

#### **MEMBERS ABSENT:**

Dennis Roda

#### **MEMBERS OF THE PUBLIC PRESENT:**

Kim Brandt

#### **CALL TO ORDER:**

The meeting was called to order at 6:35 p.m. by Phil Williamson

#### **PUBLIC COMMENT:**

An inquiry was made by Kim Brandt regarding the possibility of connecting a Diablo Vista Water line to her residence on Oakvue Road via a subdivision on McKissick currently being developed. The Board explained the process this would take (connection fee, adding houses to the current system, cost of pipes, etc). Ms. Brandt was encouraged to keep in touch with the Board with any questions moving forward.

#### **DISCUSSION ITEMS:**

#### **OLD BUSINESS:**

##### Minutes of the Previous Meeting:

A motion to waive reading the Minutes of the Board meeting held on June 20<sup>th</sup>, 2017 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.

Review status of training for interface at the pumphouse and update on having remote access to the pumphouse data:

Suggestion that ControlCo create a Youtube video of the training, so each person can watch it at their convenience. The other option is to have one DVWS staff member complete the training and they would then train the other staff.

*Action Item – Claire Voorhies will contact Brian Turner to discuss training options.*

**NEW BUSINESS:**

**Review 12 Inch Water Main Rehabilitation Project – Phase 1:**

- (a) Including 100% Engineers Estimate and current DVWS Capital Fund (Fund 82) balance.
- (b) Review the option for funding Phase 1 by transferring funds from Fund 81, and determining if a loan from the city will be necessary, including the total dollar amount/shortfall.
- (c) Review the splitting of Phase 1 into future sub-phases due to funding constraints.
- (d) Review timeline to take item to City Council (mid-October) and bidding/construction schedule.

Deidre Castillo presented an outline and budget information for the project. The Board discussed the possibility of transferring funds from Fund 81 to Fund 82. The Board was asked to consider a set amount that should remain in Fund 81. It was determined a loan from the City may still be necessary.

The project will go out for bid in October. After bids have closed, a Board meeting would be called to review, and determine funding options. This meeting would be prior to the December 19<sup>th</sup>, 2017 meeting.

A motion to approve the Engineering Department to move forward with putting the 12 Inch Water Main Rehabilitation project out for bid 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.

**Review the number and nature of calls received by the dispatcher for the period from June 21<sup>st</sup>, 2017 to date:**

Total of 26 calls/emails. Calls consisted of enquiries regarding valve replacements, leaks, pressure, and a request for reconnection.

**Status of adding pump#3 to turn on if needed and the operational failure of the VFD:**

It was recommended that a new VFD be purchased for pump#1, then take the VFD off pump#1 and move it to pump#3, then pump#3 would be used in an emergency if required.

A motion to approve obtaining a quote for a new VFD for pump#1 and moving the current VFD from pump#1 to pump#3 was made by Phil Williamson, and seconded by Gaston Habets. After a call for discussion and a vote by Steve Zalewski, the motion passed unanimously.

*Action Item – Steve Zalewski will contact Brian Turner to obtain a quote for a new VFD.*

Status of repair to leaking exterior pipe at the pumphouse:

The leak will be repaired in the Spring before the system goes on-line for 2018.

Action Item – Claire Voorhies to create a list of off-season repairs.

Review of Board member term expiration dates:

Gaston Habets term is up for renewal in September 2017, an interview has been scheduled. Phil Williamson is up for renewal in October 2019 and Steve is up for renewal in October 2023.

Review of Verizon phone account:

Three phone numbers on the phone account will be cancelled as they are not in use anymore. The remaining DVWS phones in service will be upgraded through Verizon.

Approve the Advisory Board meeting stipend distribution:

A motion to approve payment of the September 19<sup>th</sup>, 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 Steve Zalewski, the motion passed unanimously.

**OTHER BUSINESS:**

None.

There being no further business presented before the Board, the meeting was adjourned at 7:58 p.m.

Respectfully submitted by:



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Claire Voorhies, Secretary