



# Diablo Vista Water System

## MINUTES

### DIABLO VISTA WATER SYSTEM SPECIAL ADVISORY BOARD MEETING

5:30 p.m.

Small Community Room  
100 Gregory Lane, Pleasant Hill, California 94523

March 13, 2019

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

**MEMBERS ABSENT:** None

**MEMBERS OF  
THE PUBLIC PRESENT:** None

**CALL TO ORDER:** The meeting was called to order at 5:43 p.m. by Phil Williamson

**PUBLIC COMMENT:** None

**DISCUSSION ITEMS:**

**OLD BUSINESS:**

Minutes of the Previous Meetings:

A motion to waive reading the Minutes of the Board meeting held on December 18<sup>th</sup>, 2018 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 potential new filtration system options for the pump house:

Gaston Habets provided an update on a potential filtration system. He received a drawing from Pacific South West Irrigation, but had some questions regarding the design. The system that seems most suited for DVWS and has CCWD approval is similar to the systems used by Concord Parks. A detailed drawing and measurement is required. Mario Moreno stated the City is unable to assist with this, but it could be contracted

out. CCWD may have a copy of the plans of the filtration system used in Concord Parks. Gaston Habets will look into this further.

### **NEW BUSINESS:**

#### Review the number and nature of calls received by the dispatcher for the period of December 19<sup>th</sup>, 2018 to date:

2 calls/emails which included a new resident requesting information about the system and a resident reporting a cracked valve box.

#### Review the process for scheduling major repairs following street leaks (tabled from December 18, 2018 meeting):

Request was put forward by Gaston Habets to have a solid policy or procedure in place for handling repairs from the time dispatch is called, after staff are notified through to the completion of the job. Mario Moreno suggested the Chief Engineer be the main contact point and he would then delegate assignments (if needed) to the other Engineers, such as obtaining permits and ensuring contractors are called in a timely manner. Street leaks should be scheduled for repair with approved contractors and the street marked as soon as possible after valves are turned off.

*Action Item: Dennis Roda to create a procedure for scheduling repairs which he will present to the Board*

#### Discuss procedure/policy for when access to DVWS valves is restricted:

Discussion was held regarding 113 Patterson Boulevard which reported a damaged valve box. The DVWS map is incorrect on the location of the valve box to the right of the residence. Precautions will be taken to ensure the box is not a hazard. If access to a DVWS valve box is restricted or homeowner improvements have caused the box to be damaged, the resident is financially responsible for correcting the problem. This will be reiterated in the Spring Newsletter.

#### Review new CCWD rate structure and effects on DVWS:

The new CCWD rate structure went into effect February 1, 2019. DVWS will not have any water restrictions this coming season. The most notable change under the new rate structure is the annual charge has been replaced with three separate rate components: annual service charge, usage charge and demand charge.

#### Review repair and maintenance budget for FY 2018/2019:

A cost breakdown of each repair performed in FY 2018/2019 was provided. Each of these repairs were performed by either Streamline Plumbing or Advanced Trenchless. It was recommended moving forward that the Engineers try to schedule repairs as soon as possible following a leak and reach out to Advanced Trenchless who are a local company and more available. Dennis Roda suggested getting a few additional contractors approved by the City so there are multiple options when repairs are needed and more competition for the job.

Currently the repair and maintenance costs for FY 2018/2019 are over budget. \$36,000 has been transferred to this fund to cover any repairs that occur between now and the end of the fiscal year.

#### Review the date when raw water is anticipated to be available in the canal. Select potential start-up dates based on availability of Engineers and dispatch:

A letter was received on March 13, 2019 from CCWD stating that the canal will be back in service on Monday, April 15, 2019. This is 2 weeks later than expected and is due to the severity of winter storms, and heavy wind which have deposited larger than expected amounts of debris into the canal.

Therefore, the scheduled start-up date will be Saturday, April 20, 2019. It is preferred to do start-up on a weekend when residents are more likely to be home and can reports leaks or breaks. Staff is available either in the morning or the afternoon to assist.

Review the maintenance plans and operational needs of the system:

Jack Sciaroni would like to investigate the possibility of a hose bib installed at the pump house. Dennis Roda will weld the #10 on to the valve cap that was replaced on Patterson.

Engineers stated they have up to date safety equipment, but do need two cases of street marking paint.

*Action Item - Claire Voorhies will order the paint through the Engineering Department.*

Discuss quote from Kvilhaug Drilling & Pump for maintaining DVWS pumps:

Kvilhaug Drilling has been asked to provide DVWS with an on-going maintenance plan for the pump house, so this can be put into place for the 2019 season. To date a quote has not been provided. Gaston Habets will follow-up with Kvilhaug drilling to obtain a quote and will schedule them to do a regular maintenance check at the pump house once the system is operational.

Discuss the content and potential mailing date of the Spring Newsletter:

Content of the newsletter will essentially remain the same with reminders to residents about system operations and procedures, water conservation tips and water use prohibitions (as provided by CCWD). Information regarding back flow devices and illegal cross connections will be included this year. The letter will be sent to residents via Notify Me to coincide with turning on the system.

Review vacation dates of staff and Board and discuss coverage during these times:

Vacations dates for Board members and staff were covered.

*Action Item - Claire Voorhies will provide a monthly calendar with vacation dates listed.*

Approve the Advisory Board meeting stipend distribution:

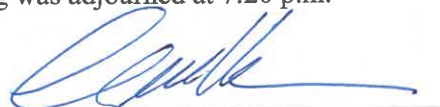
A motion to approve payment of the March 13, 2019 meeting stipend fees to the Advisory Board members and Engineers was made by Steve Zalewski and seconded by Gaston Habets. After a call for discussion and a vote by Phil Williamson, the motion passed unanimously.

**OTHER BUSINESS:**

Phil Williamson commented on a recent article about the Storm Drain Improvements at Shelly Drive and Hawthorne Drive in the Engineering Department's City at Work featured in the March/April 2019 Outlook. Mario Moreno stated this project will have no effect or impact on DVWS pipes or infrastructure.

There being no further business before the Board, the meeting was adjourned at 7:20 p.m.

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



Claire Voorhies, Secretary