



Diablo Vista Water System

MINUTES

DIABLO VISTA WATER SYSTEM ADVISORY BOARD MEETING

December 15, 2020
5:00 p.m.
Via Teleconference

MEMBERS PRESENT: Gaston Habets
Phil Williamson
Steve Zalewski
Jack Sciaroni
Claire Voorhies
June Catalano, City Manager
Ann James, City Maintenance Supervisor
Mario Moreno, City Engineer
Ling King, City Chief Technology Officer

MEMBERS ABSENT: None

MEMBERS OF
THE PUBLIC PRESENT: None

CALL TO ORDER: 5:05 pm

PUBLIC COMMENT: None

DISCUSSION ITEMS:

CONSENT ITEMS:

Approve the September 15th, 2020 Meeting Minutes:

A motion to waive reading the Minutes of the Board meeting held on September 15, 2020 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.

DISCUSSION ITEMS:

Review letter received from City of Pleasant Hill regarding the Street Resurfacing Project for FY 2020-2021 scheduled for bid in January 2021:

Concerns from the City Maintenance Department were raised about the number of street main breaks along Masfield Drive, Roberta Avenue and Soule Avenue and surrounding areas within DVWS and are hesitant to repave prior to pipes on these streets being replaced. The Board recommendation was that the paving project go ahead as scheduled, as it is difficult to predict if and when a break would occur. In addition, capital reserves are currently insufficient to replace the infrastructure in those locations and a typical capital improvement project takes 18-36 months to complete from start to finish.

June Catalano requested an infrastructure analysis of DVWS be conducted with the Board and City staff working together to achieve this.

Action item: An infrastructure analysis of the system be undertaken.

Update regarding general liability and professional liability insurance quotes and independent contractor agreements for operating personnel and DVWS Board:

Multiple quotes have been requested and received. Personnel agreements and quotes will be submitted to the City Attorney for review with the intent of this issue being resolved by the end of 2020.

Review the proposal submitted for the DVWS pump house roof replacement and accept the lowest responsible bidder:

The Board reviewed and approved the bid from Affinity Groundworks for \$13,500, which was the lowest responsible bid. Agreements and insurance documents will be forwarded to the City Attorney. Work is slated for January.

A motion to approve the bid from Affinity Groundworks in the amount of \$13,500 with a contingency of 15% 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.

Discuss the next steps for a proposed salary increase for current DVWS operating personnel, including when the DVWS Board will take the proposed increase to City Council:

Board reviewed the proposed salary increase of 25% for each staff member. This is considered a one-time catch-up as the last increase was in 2010. Moving forward the salary will adjust each year factoring in the cost of living allowance. The proposal will be taken to the City Council in the first quarter of 2021.

A motion to approve a 25% increase in salaries for DVWS staff with an annual yearly review of the DVWS budget to account for any cost of living adjustment was made by Gaston Habets and seconded by Steve Zalewski. After a call for discussion and a vote by Phil Williamson, the motion passed unanimously.

Review revenues and expenditures and budget balance for current and upcoming fiscal years, including possibility of increase of 3.75% from CCWD. Review comparison of utility bills and water consumption from FY 2018/2019 to FY 2019/2020.

Presentation of budget with focus on Fund 81 was given by Gaston Habets. The proposed CCWD increase of 3.75% in the coming year is built into the DVWS budget projections. The increase is slated to take place in early 2021.

ADMINISTRATIVE ITEMS

Review the off season maintenance plans and operational needs of the system and the potential start-up date for the spring season.

The roof replacement is the top priority in relation to maintenance. Repairs that will be required at start-up are at 411 Roberta (slow leak) and 268 Boyd.

Review the number and nature of calls received by the dispatcher for the period of September 16, 2020 to date:

22 calls/emails – mostly reporting minor leaks, new residents, or requesting their valve be turned on after completion of a repair.

Approve the proposed DVWS 2021 meeting dates (3/16, 6/15, 9/21, 12/21) @ 5pm:

A motion to approve the above dates with the exception of the 12/21/21 meeting being moved to 12/14/21 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.

Approve the Advisory Board meeting stipend distribution:

A motion to approve payment of the December 15, 2020 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:

It was agreed that the open position for Engineer could continue to be advertised in the Outlook.

There being no further business before the Board, the meeting was adjourned at 6:21 p.m.

Respectfully submitted by: _____



Claire Voorhies, Secretary