



Diablo Vista Water System

MINUTES

DIABLO VISTA WATER SYSTEM ADVISORY BOARD MEETING

March 23, 2021

5:00 p.m.

Via Teleconference

MEMBERS PRESENT: Gaston Habets
Phil Williamson
Steve Zalewski
Jack Sciaroni
Claire Voorhies
Ann James, City Maintenance Supervisor
Danielle Habr, Senior Management Analyst/Deputy City Clerk
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 December 15th, 2020 Advisory Board meeting minutes and the January 26th, 2021 Special Meeting of the Advisory Board minutes:

A motion to waive reading the Minutes of the Board meeting held on December 15th, 2020 and the Special Meeting minutes of the meeting held on January 26th, 2021 was motioned for approval by Steve Zalewski and seconded by Phil Williamson. After a call for discussion and a vote by Gaston Habets, the motion to approve the Minutes for both meetings passed unanimously.

DISCUSSION ITEMS:

The City Council approved a salary increase proposal for DVWS staff on March 15, 2021. Review the new salary structure and recommendations from the Budget Committee meeting:

Gaston Habets presented the new salary structure approved at the March 15, 2021 City Council meeting. The Budget Committee would like to see information regarding DVWS Funds 81 and Fund 82, along with an analysis to determine the feasibility of the system and a review of cost recovery fees for city staff time.

The Board would like clarification on the proposal to charge city staff time to Fund 81. Clarification was made that staff does charge time to Fund 81 for capital projects and encroachment/maintenance related projects.

Review Fund 81 (Operating Fund) and Fund 82 (Capital Fund) balances and multi-year projections:

Steve Zalewski provided a presentation outlining updated fund balances and 5-year budget balance projections were reviewed.

Review 5-year Capital Improvement Plan project priorities:

Mario Moreno presented the 5–10-year CIP plan and current \$2.2 million unfunded priority needs for three capital projects (pump house to Byron, Marvin to Roberta, Byron Drive to Shelley).

Update of Phase 2 status, budget needs and options for funding in 2022:

Mario Moreno provided an overview of the design schedule for Phase 2. Staff is currently working on the proposed alignment for this project. Pipe alignments and construction options will be presented to the Board at the June 15th board meeting. The construction cost estimate is \$506,000, which has not been funded. A portion of the design is complete. Board approved \$23,000 in funds to continue the design process. Timeline of design and construction was given, with design complete by the fall of 2021 and construction anticipated in summer 2022. Possibility that the project would be completed in multiple phases.

Review existing customer rates and potential options and analysis to increase rates in the future and steps to implementing a rate increase:

Gaston Habets reviewed how DVWS customers compare to CCWD customers and what each pay per unit of water. The Board noted that DVWS is not “unlimited” and comes with restrictions and is not available 12 months of the year. An example of a potential fee increase scenario for future consideration was presented.

Danielle Habr explained that a rate increase would require a Prop 218 vote ballot to all residents, a public campaign and an independent Engineer consultant would need to be hired. The Board requested feedback at the June 15th board meeting from city staff regarding timing/scheduling and a cost estimate for these services.

Review adjusted FRACTA proposal including request for \$9,995 in funding to complete an analysis of the overall viability of DVWS:

Ann James reviewed the FRACTA proposal and noted changes from the previous proposal and identified the difference in the scope of the FRACTA proposal and the Municipal Financial Services proposal. FRACTA confirmed that DVWS is not too small to do an analysis. Under this proposal FRACTA reduced their price, would provide an overall viability of the pipeline, will provide a CIP schedule for repairs including costs and a quantification of a usage fee. Ann James noted it would be beneficial to have an outside company to do the

analysis. Mario Moreno noted that the Municipal Financial Services had not been previously seen by the Board as was noted by Ann James.

Phil Williamson requested a sample end work product of what FRACTA would provide. Ann James said this would be provided. Data files on the consequence of failure and what the direct costs will be provided. The report given includes a software subscription.

Gaston Habets enquired about what benefits this would provide in addition to the information DVWS already has. Ann James noted that it will add an overall view of the system for the next 20 years, not just the next 5 years. It also provides an unbiased overview.

The Board raised questions and clarification on the relationship between the paving project schedule for streets within the DVWS boundaries and the requested analysis of the system.

A Board vote on the FRACTA proposal for \$9,995 did not occur.

A motion to devise communication to DVWS customers was made regarding the conversation the Board had with the City that the paving of DVWS areas was decided to be deferred and that his conversation with the City may have had an impact on that decision was motioned by Steve Zalewski and seconded by Gaston Habets . After a call for discussion and a vote by Phil Williamson, the motion passed unanimously.

A motion that all conversations be deferred around the communications with other cost analysis companies, until the Board has had a chance to have a conversation at the next board meeting and decide on a communication strategy, at which point the Board can re-engage with the City on conversations relevant to raising rates for subsequent capital improvements was motioned by Steve Zalewski and seconded by Phil Williamson. After a call for discussion and a vote by Gaston Habets, the motion passed unanimously.

Discuss upcoming training provided by the City:

Danielle Habr clarified the DVWS Board has not been trained in AB1234 ethics and Brown Act training since 2015. This is a two-year recurring requirement. Board needs to come up to compliance as soon as possible to take the two-hour training. It can be done on-line. Mario Moreno sought clarification that each board member took the 2015 training, which they did. It was also confirmed that no other additional training needs to be taken.

ADMINISTRATIVE ITEMS

Review the maintenance and operational needs of the system including the potential spring start-up date, staff availability for the spring season and required repairs on Boyd Road and Roberta Avenue.

Jack Sciaroni has marked the repairs on Boyd, which will be ready for repair once start-up is complete. The Roberta leak may not be a leak, could be due to overwatering, this will be monitored. Notice from CCWD is that water is expected to be in the canal on April 1. Staff will be available the weekend of April 10 for testing and energizing of pumps.

Discuss the potential date for the distribution and content of the annual newsletter:

Annual newsletter will be drafted by the Secretary, shared with Board members and staff for feedback with a distribution date of approximately May 1st. Separate outreach will be made to customers regarding the paving project. Suggestion was made that budget information will be put on website, with a link to the newsletter.

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

4 calls/emails which is consistent with this time of year.

Approve the Advisory Board meeting stipend distribution:

A motion to approve payment of the March 23rd, 2021 meeting stipend fees to the Advisory Board members and Engineers was made by Steve Zalewski and seconded by Phil Williamson. After a call for discussion and a vote by Gaston Habets, the motion passed unanimously.

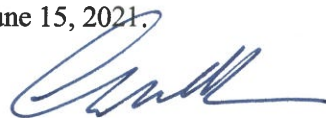
OTHER BUSINESS:

Phil Williamson would like to know what the requirements are for a closed session item or what topics are suitable for closed session items. Mario Moreno will follow-up and forward this information to the Board.

There being no further business before the Board, the meeting was adjourned at 6:54 p.m.

The next regularly scheduled meeting will be held June 15, 2021.

Respectfully submitted by: _____



Claire Voorhies, Secretary