

City of Bishop

WATER AND SEWER COMMISSION AGENDA

Date: May 9, 2006
7:00 P.M.

NOTICE TO THE PUBLIC:

In compliance with the Americans with Disabilities Act, if you need Special assistance to participate in this meeting, please contact the City Clerk (760) 873-5863. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II).

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT: NOTICE TO THE PUBLIC: This time is set aside to receive public comment on matters not calendared on the agenda.

APPROVAL OF MINUTES

- (1) Minutes of the Water and Sewer Commission meeting held on March 14, 2006 subject for approval.

NEW BUSINESS

- (2) City's money investments and municipal bonds

OLD BUSINESS

- (3) Master Plans status
- (4) Well #1 status
- (5) Public Works Report – March and April
- (6) Capital Improvement Projects update

STAFF AND COMMISSION REPORTS

ADJOURNMENT: The next regularly scheduled meeting will be July 11, 2006 at 7:00 P.M. in the City Council Chambers, 301 West Line Street, Bishop.

MINUTES
Water and Sewer Commission
March 14, 2006

CALL TO ORDER:

Chairman Martin called the meeting to order at 7:03 P.M.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Commissioner Bhakta

COMMISSISONERS PRESENT:

P. Mathieu, Cross, Martin, Bhakta, Underhill, and F. Mathieu

COMMISSIONERS ABSENT:

Kennedy

OTHERS PRESENT:

Dave Grah, Public Works Director
Deston Dishion, Public Works Superintendent
Kathy Lehr, Secretary

PUBLIC COMMENT: NOTICE TO THE PUBLIC: This time is set aside to receive public comment on matters not calendared on the agenda.

No comments received.

APPROVAL OF THE MINUTES:

- (1) Chairman Martin asked if there were any additions or corrections to the minutes of the January 10, 2006 meeting.

MOTION:

Commissioner Underhill moved to approve the minutes of the January 10, 2006 meeting as written.

MOTION CARRIED.

Mr. Grah suggested we move to Item 6 under OLD BUSINESS.

(6) Master Plan Update

Mr. Grah stated that the RFP for the Water and Sewer Master Plans were advertised on February 15, 2006 and will close on March 15, 2006. We have received 2 proposals as of today and expect several more by the close of tomorrow. The RFP has been included in your packets. It includes the scope of work, outlines some of the items that need to be included in the proposals and anticipated criteria once we get the proposals. After receiving the proposals we will review each one and scale down to three firms for interviews. Mr. Grah stated that he would like 2 of the Commissioners to be in on the selection, along with Dustin Hardwick, (California Rural Water Association) Deston Dishion and himself. He feels this would give a good diversity. He stated that \$100,000 is included in the budget for the Water and Sewer Master Plans. We hope to be able to start within a month and finish next fiscal year.

There has been some concern expressed by consultants regarding the broad scope of the project. He stated that we would like to take this opportunity to do broad scope, if possible, to create a baseline and expand from there. Some say the scope is too big, however, the main reason is to really put together a good Capital Improvement Program for the next 20 years - one that we can take stock in and stick with. Mr. Grah explained that there will be a negotiating process after we select a consultant; including a starting baseline and looking into the future for a good Capital Improvement Program.

Chairman Martin asked about the price included in the proposal, and Mr. Grah said that the selection would be based primarily on qualifications, then negotiate for contract and costs. We are asking for a cost estimate to get a "ballpark" figure.

Commissioner P. Mathieu asked about the California Rural Water Association. Mr. Dishion said that they are federally and state funded and they work with small agencies to get training, grants, etc., and are a great resource to small water and sewer operations such as Bishop. Chairman Martin said that they are actually a "resource agency".

Chairman Martin said that regarding the interview panel, we might want to shy away from engineers as you already have the technical knowledge from staff and bring in a different perspective – need a wide spectrum of people.

Commissioner P. Mathieu asked what the criteria was for choosing a consultant. Mr. Grah said that they would evaluate the proposals, consider the interview questions and check references. Commissioner Cross asked about the timeline and Mr. Grah said he hopes to have copies to the selection committee by Thursday and conduct interviews the week of March 27. Chairman Martin asked if there were any volunteers. Commissioners P. Mathieu and Cross volunteered to be on the selection committee and it was decided that the interviews would be held the week of April 3, 2006.

NEW BUSINESS:

- (2) Appoint 2 members to serve on the Committee for Water and Sewer Master Plans consultant.

Commissioner Pat Mathieu
Commissioner Forrest Cross

- (3) Status of infrastructure and finances affecting water and sewer – Report to City Council.

Mr. Grah stated that City Resolution 05-10 requires an annual review of the water and sewer department, including status of infrastructure and finances. In the future it will be brought to the Water and Sewer Commission for review then to the City Council. Mr. Grah concluded that the water and sewer finances are in better shape than prior to recent increases and explained the reports and graphs included in the packets provided to commissioners. He explained that the graphs reflect most major projects; however there can be un-anticipated projects or costs. His recommendations included (1) The Water and Sewer Master Plan efforts move forward. (2) Water and sewer charges continue to increase after July 2007 to show a cash balance of \$1 to \$2 million for each system. (3) Water and sewer charges will need to be increased based on anticipated and actual inflation.

Chairman Martin said that the more Capital Improvement Program Projects that are met the less the chances of catastrophes. Commissioner Cross said that not only unforeseen catastrophes, but the State or Federal regulations can require major changes in improvements or costs.

Chairman Martin said that in regards to water and sewer fee increases, he hoped that the City would follow the newly developed master plans rather than the fees set by Boyle Engineering. With the master plans in place, we will have more accurate information by July 2007 regarding the rates. Chairman Martin said that he would like information on where the City's money is invested and asked if the City can issue municipal bonds. This will be followed up at our next meeting.

Mr. Grah also mentioned that development fees may be implemented in the future.

- (4) Well #1 Assessment

Mr. Grah stated that Well #1 is located behind the Police Department and is used only as a back up source due to the high fluoride concentration in the water. The electric controls are inoperable and is powered by a diesel motor. It could be a major well for the City

with improvements to address these two issues. The City's request for proposals from consultants for the assessment of the well opened on February 9 and closed February 27, 2006. The purpose of the assessment was to determine the condition of the well and to identify methods to eliminate the high fluoride concentrations in the well. If something were to happen to either Well #2 or Well #4, we would have a hard time meeting our capacity. We hope that the work will be relatively minor to reduce the fluoride. The City Council approved a contract with Layne Christensen Company not to exceed \$53,813.50 to access the well.

OLD BUSINESS:

(5) Update on Capital Improvement Projects

Mr. Dishion stated that the City is moving forward with the Grove Street and Central Street main line replacements and the on-going valve box program.

(7) Master Plan Update

Mr. Dishion reviewed the Public Works reports for January and February 2006. Commissioner Cross asked about the replacement of curb stop valves. Mr. Dishion said that it's an ongoing project as there are so many old and faulty curb stops.

Chairman Martin asked if there were any other questions or comments. The following items will be on the agenda for our next meeting:

1. City's money investments and municipal bonds
2. Master Plans status
3. Well #1 status

STAFF AND COMMISSION REPORTS:

ADJOURNMENT:

Chairman Martin adjourned the meeting at 8:33 P.M. The next regularly scheduled meeting will be Tuesday, May 9, 2006 at 7:00 P.M. in the City Council Chambers.

Clarence Martin, Chairman

Kathy Lehr, Secretary

Phil Angelides, State Treasurer
 Inside the State Treasurer's Office
 Local Agency Investment Fund (LAIF)



PMIA Performance Report

Date	Daily Yield	Quarter to Date Yield	Average Maturity (in days)
4/18/2006	4.30	4.25	174
4/19/2006	4.31	4.25	174
4/20/2006	4.32	4.25	173
4/21/2006	4.34	4.26	174
4/22/2006	4.34	4.26	174
4/23/2006	4.34	4.27	174
4/24/2006	4.36	4.27	169
4/25/2006	4.38	4.27	164
4/26/2006	4.39	4.28	166
4/27/2006	4.42	4.29	163
4/28/2006	4.44	4.29	161
4/29/2006	4.44	4.30	161
4/30/2006	4.44	4.30	161
5/1/2006	4.48	4.31	159

LAIF Performance Report

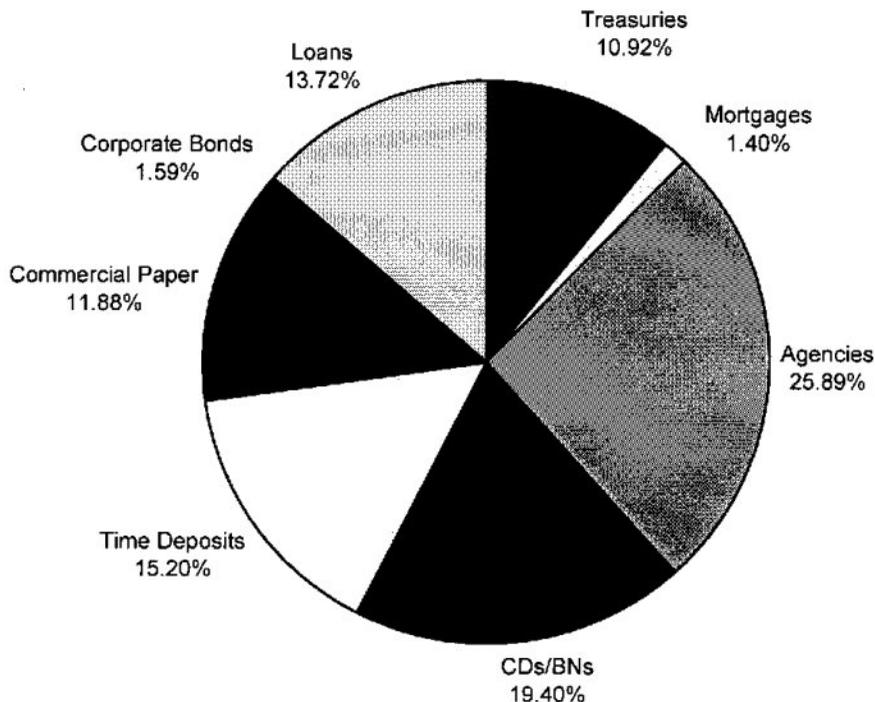
Quarter ending 3/31/2006

Apportionment Rate: 4.03%
 Earnings Ratio: .00011053168579962
 Fair Value Factor: .997592460

PMIA Average Monthly Effective Yields

April 2006 4.304%
 March 2006 4.142%
 February 2006 4.043%

**Pooled Money Investment Account
 Portfolio Composition
 \$51.5 Billion
 03/31/06**



Phil Angelides, State Treasurer
 Inside the State Treasurer's Office
 Local Agency Investment Fund (LAIF)
 Monthly Balances



	Beginning Balance	Deposits	Withdrawals	Month End Balance
Sept 2003	\$21,787,821,946.39	\$1,604,331,000.00	\$2,161,969,252.00	\$21,230,183,694.39
Oct 2003	\$21,230,183,694.39	\$2,012,899,184.76	\$2,073,724,368.88	\$21,169,358,510.27
Nov 2003	\$21,169,358,510.27	\$1,496,264,000.00	\$1,870,762,695.04	\$20,794,859,815.23
Dec 2003	\$20,794,859,815.23	\$3,273,487,000.00	\$1,734,396,145.47	\$22,333,950,669.76
Jan 2004	\$22,333,950,669.76	\$1,948,085,750.52	\$1,523,124,470.32	\$22,758,911,949.96
Feb 2004	\$22,758,911,949.96	\$1,456,400,000.00	\$1,610,291,571.91	\$22,605,020,378.05
Mar 2004	\$22,605,020,378.05	\$1,873,743,000.00	\$1,880,753,594.59	\$22,598,009,783.46
Apr 2004	\$22,598,009,783.46	\$2,548,937,718.28	\$1,965,619,698.06	\$23,181,327,803.68
May 2004	\$23,181,327,803.68	\$1,598,118,000.00	\$1,824,352,102.17	\$22,955,093,701.51
June 2004	\$22,955,093,701.51	\$1,856,501,407.17	\$2,860,950,146.25	\$21,950,644,962.43
July 2004	\$21,950,644,962.43	\$1,881,234,665.93	\$2,633,542,950.46	\$21,198,336,677.90
Aug 2004	\$21,198,336,677.90	\$1,504,661,000.00	\$2,221,715,930.15	\$20,481,281,747.75
Sept 2004	\$20,481,281,747.75	\$1,596,064,000.00	\$2,314,138,596.80	\$19,763,207,150.95
Oct 2004	\$19,763,207,150.95	\$1,392,147,045.63	\$2,091,069,605.18	\$19,064,284,591.40
Nov 2004	\$19,064,284,591.40	\$1,685,094,000.00	\$2,153,267,225.86	\$18,596,111,365.54
Dec 2004	\$18,596,111,365.54	\$3,101,835,000.00	\$2,361,277,315.54	\$19,336,669,050.00
Jan 2005	\$19,336,669,050.00	\$2,443,719,826.70	\$2,061,118,857.00	\$19,719,270,019.70
Feb 2005	\$19,719,270,019.70	\$1,450,689,000.00	\$2,096,430,158.98	\$19,073,528,860.72
Mar 2005	\$19,073,528,860.72	\$1,236,973,000.00	\$2,356,189,809.25	\$17,954,312,051.47
Apr 2005	\$17,954,312,051.47	\$3,019,143,124.85	\$1,825,186,050.11	\$19,148,269,126.21
May 2005	\$19,148,269,126.21	\$2,258,291,000.00	\$2,075,170,797.13	\$19,331,389,329.08
June 2005	\$19,331,389,329.08	\$1,680,474,000.00	\$2,438,585,660.80	\$18,573,277,668.28
July 2005	\$18,573,277,668.28	\$2,206,694,606.06	\$2,522,879,705.59	\$18,257,092,568.75
Aug 2005	\$18,257,092,568.75	\$1,740,378,000.00	\$2,855,704,289.53	\$17,141,766,279.22
Sept 2005	\$17,141,766,279.22	\$1,416,306,000.00	\$2,131,750,659.77	\$16,426,321,619.45
Oct 2005	\$16,426,321,619.45	\$1,476,383,749.54	\$2,243,784,126.92	\$15,658,921,242.07
Nov 2005	\$15,658,921,242.07	\$1,630,670,000.00	\$1,911,174,976.05	\$15,378,416,266.02
Dec 2005	\$15,378,416,266.02	\$3,112,650,000.00	\$1,974,196,471.95	\$16,516,869,794.07
Jan 2006	\$16,516,869,794.07	\$2,498,854,848.08	\$1,896,848,587.40	\$17,118,876,054.75
Feb 2006	\$17,118,876,054.75	\$1,498,376,000.00	\$2,019,902,576.88	\$16,597,349,477.87
Mar 2006	\$16,597,349,477.87	\$1,159,364,994.79	\$2,188,272,507.34	\$15,568,441,965.32
Apr 2006	\$15,568,441,965.32	\$2,609,398,676.31	\$1,601,055,122.83	\$16,576,785,518.80



To: Richard F. Pucci, City Administrator
From: David Grah, Director of Public Works
Subject: Approve Water and Sewer Master Plan Contract
Date: 3 May 2006

General:

Public Works is ready to contract the development of a Water and Sewer Master Plan for the City. A request for proposals (RFP) for this professional service work was released 15 February and closed 15 March. Nolte Associates was identified as the top firm and a proposed contract has been negotiated with them.

Background:

One of the key recommendations made in the water and sewer rate study completed about two years ago for the City of Bishop was the development of master plans for the City's water and sewer systems. The purpose stated in the study for the plans was to better define the type and costs of needed capital improvements. Capital projects are typically listed in a Capital Improvement Plan (CIP).

To develop a well defined CIP, first several other essential elements are necessary. These elements are included in the scope of proposed master plan contract. In addition, the value of the master plans extend well beyond the CIP and much of the body of the master plans called for in the contract will address these essential elements.

The master plan effort will include the following elements:

1. Comprehensive inventory and assessment of existing systems.
2. Strategies for preserving and enhancing existing system.
3. Strategies for serving build-out of City limits.
4. Opportunities for cooperation with other local water and sewer districts.
5. Capital and operational improvement programs.

Five firms responded to the master plan RFP, three interviews were scheduled, one consultant withdrew and was not interviewed, and of the two that were interviewed 3 April, Nolte Associates was identified as the top firm. The quality of the firms' proposals and reference checks were also factors in identifying the best qualified. Since the interview, we have been refining the scope and the cost of the master plan effort. The contract is now ready for the City Council's approval.

Proposal and Budget:

The cost of the proposed contract negotiated with Nolte is \$183,500, \$57,300 water and \$126,200 sewer. Several measures have been taken to minimize the cost of the work commensurate with needed content and quality. In addition, working with Nolte we have identified additional areas we believe we may be able to reduce the cost further by performing more of the work with City forces where it is appropriate.

In each of the Water and Sewer programs \$50,000 was budgeted in the 2005/2006 fiscal year for the master plan effort for a total of \$100,000. Due to starting master plan work so late in the fiscal year, the combined Water and Sewer expenditures on the master plan effort are expected to be less than \$50,000 this 2005/2006 fiscal year split about evenly, \$25,000 each, between the two programs.

Because of the high priority Well 1 Assessment work, and because of the anticipated under run of water program expenditures for the master plan effort, some water funds budgeted for the master plan effort in the 2005/2006 fiscal year have been redirected to the Well 1 Assessment project. See memos for the Well 1 Assessment project for more information.

The master plan effort is not expected to extend beyond the 2006/2007 fiscal year and, if about \$50,000 is spent this year, about \$134,000 of the \$183,500 total will be needed in the 2006/2007 year. Since the scope and cost of the master plan effort was still early in development when the proposed budget for the 2006/2007 fiscal year was put together, the proposed budget does not accurately reflect the actual contract amount. As a result, budget adjustments will be necessary for both the water and sewer programs for the 2006/2007 fiscal year.

Recommendation:

It is recommended the City Council approve the execution of the contract for the Water and Sewer Master Plan effort with Nolte Associates and authorize the expenditure of up to \$183,500 through this contract.

Agreement
For
Water and Sewer Master Planning
Between
City of Bishop, California (Client)
And
Nolte Associates, Incorporated (Consultant)

- A. Consultant will perform the scope of services described in the attached "City of Bishop Water and Wastewater Master Plan Scope of Services" dated 3 May 2006 also referred to as the Project.
- B. Client will compensate consultant up to \$183,500 for the work on the project. The breakdown in fees is anticipated to be as shown on the attached "City of Bishop Water and Wastewater Master Plan Fee Estimate" dated 3 May 2006.
- C. This Agreement is subject to the following Provisions of Agreement.

Provisions Of Agreement

- 1. Client and Consultant agree to cooperate with each other in order to fulfill their responsibilities and obligations under this agreement. Both Client and Consultant shall endeavor to maintain good working relationships among the members of the project team.
- 2. This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of client and consultant.
- 3. This agreement shall not be assigned by either Client or Consultant without the prior written consent of the other.
- 4. This agreement contains the entire agreement between Client and Consultant relating to the project and the provision of services to the project. Any prior agreements, promises, negotiations or representations not expressly set forth in this agreement are of no force or effect. Subsequent modifications to this agreement shall be in writing and signed by both Client and Consultant.
- 5. Consultant's or Client's waiver of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any other term, condition, or covenant. Consultant's or Client's waiver of any breach of this agreement shall not constitute the waiver of any other breach of this agreement.
- 6. If any term, condition, or covenant of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this agreement shall be valid and binding on Client and Consultant.
- 7. This agreement shall be governed by and construed in accordance with the laws of the State of California.

8. If the scope of services include Consultant's assistance in applying for governmental permits or approvals, Consultant's assistance shall not constitute a representation, warranty or guarantee that such permits or approvals will be acted upon favorably by any governmental agency.
9. Upon Consultant's request, Client shall execute and deliver, or cause to be executed and delivered, such additional information, documents which are necessary for Consultant to perform its services pursuant to the terms of this agreement.
10. Client shall own all reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by Consultant under this agreement.
11. Client understands all reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by Consultant under this agreement are instruments of professional service, and are designed specifically and solely for the use intended by this Agreement. The Client agrees that any alteration or misuse of the documents without the prior written authorization of the Consultant shall be done at Clients sole risk.
12. Client acknowledges Consultant has the right to complete all services agreed to be rendered pursuant to this agreement. In the event this agreement is terminated before the completion of all services, unless Consultant is responsible for such early termination, Client agrees to release Consultant from all liability for services performed. In the event all or any portion of the services by Consultant are suspended, abandoned, or otherwise terminated, Client shall pay Consultant all fees and charges for services provided prior to termination, not to exceed the contract limits specified herein, if any. Client acknowledges if the project services are suspended and restarted, there will be additional charges due to suspension of the services which shall be paid for by Client as extra services pursuant to Provision of Agreement 19. Client acknowledges if project services are terminated for the convenience of Client, Consultant is entitled to reasonable termination costs and expenses, to be paid by Client as extra services pursuant to Provision of Agreement 19.
13. This agreement shall not be construed to alter, affect or waive any design professional's lien, mechanic's lien or stop notice right which Consultant may have for the performance of services pursuant to this agreement.
14. Consultant shall not be required to execute any documents subsequent to the signing of this agreement that in any way might, in the judgment of Consultant, increase Consultant's contractual or legal obligations or risks, or the availability or costs of his or her professional or general liability insurance.
15. All fees and other charges due Consultant will be billed monthly every 4 weeks and shall be due at the time of billing unless specified otherwise in this agreement. If Client fails to pay Consultant within 30 days after invoices are rendered, Consultant shall have the right in its sole discretion to consider such default in payment a material breach of this entire agreement, and, upon written notice, Consultant's duties, obligations and responsibilities under this agreement may be suspended or terminated. In such event, Client shall promptly pay Consultant for all outstanding fees and charges due Consultant at the time of suspension or termination. If

Consultant elects to suspend or terminate Consultant's Services pursuant to this provision, Consultant is entitled to reasonable suspension or termination costs or expenses.

16. Client agrees to pay a monthly late payment charge, which will be the lesser of 1 1/2% per month or a monthly charge not to exceed the maximum legal rate which will be applied to any unpaid balance commencing 30 days after the date of the billing.

17. If Consultant, pursuant to this agreement, produces plans, specifications, or other documents and/or performs field services, and such plans, specifications, or other documents and/or field services are required by any governmental agency, and such governmental agency changes its ordinances, codes, policies, procedures or requirements after the date of this agreement, any additional office or field services thereby required shall be paid for by Client as extra services in accordance with Provision of Agreement 19.

18. In the event Consultant's fee schedule changes due to any increase of costs such as the granting of wage increases and/or other employee benefits to field or office employees due to the terms of any labor agreement, or increase in the cost of living, during the lifetime of this agreement, an increase shall be applied to all remaining fees and charges to reflect the increased costs except the maximum cost of the agreement will not change.

19. Client agrees that if Client requests services not specified in the scope of services described in this agreement, Client will pay for all such additional services as extra services, in accordance with Consultant's billing rates utilized for this contract.

20. Client acknowledges that the services performed pursuant to this agreement are based upon field and other conditions existing at the time these services were performed. Client further acknowledges that field and other conditions may change by the time project construction occurs and clarification, adjustments, modifications and other changes may be necessary to reflect changed field or other conditions. Such clarifications, adjustments, modifications and other changes shall be paid for by Client as extra services in accordance with Provision of Agreement 19.

21. Consultant is not responsible for delay caused by activities or factors beyond Consultant's reasonable control, including but not limited to, delays by reason of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of Client to furnish timely information or approve or disapprove of Consultant's services or instruments of service promptly, faulty performance by Client or other contractors or governmental agencies.

22. If the scope of services requires Consultant to estimate quantities, such estimates are made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as a professional generally familiar with the industry. However, such estimates are only estimates and shall not constitute representations, warranties or guarantees of the quantities of the subject of the estimate. If the scope of services requires Consultant to provide its opinion of probable construction costs, such opinion is to be made on the basis of Consultant's experience and qualifications and represents Consultant's best judgment as to the probable construction costs. However, since Consultant has no control over costs or the price of labor, equipment or materials, or over the contractor's method of pricing, such opinions of probable construction

costs do not constitute representations, warranties or guarantees of the accuracy of such opinions, as compared to bid or actual costs.

23. Estimates of land areas provided under this agreement are not intended to be, nor should they be considered to be, precise. The estimate will be performed pursuant to generally accepted standards of professional practice in effect at the time of performance.

24. Consultant makes no warranty, either express or implied, as to its findings, recommendations, plans, specifications, or professional advice except that the services were performed pursuant to generally accepted standards of professional practice in effect at the time of performance.

25. In the event (1) Client agrees to, authorizes, or permits changes in the documents prepared by Consultant, which changes are not consented to in writing by Consultant, or (2) Client agrees to, authorizes or permits unauthorized changes in the documents prepared by Consultant, which changes are not consented to in writing by Consultant, or (3) Client does not follow recommendations prepared by Consultant pursuant to this agreement, which changed recommendations are not consented to in writing by Consultant: Client acknowledges that the unauthorized changes and their effects are not the responsibility of Consultant and Client agrees to release Consultant from all liability arising from the use of such changes, and further agrees to defend, indemnify and hold harmless Consultant, its officers, directors, agents, employees and sub-consultants from and against all claims, demands, damages or costs, including attorneys' fees, arising from the unauthorized changes.

26. In the event of any litigation arising from or related to the services provided under this agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees and other related expenses.

27. (a) Except as provided in subdivisions (b) and (c), in an effort to resolve any conflicts that arise during the design or construction of the project or following completion of the project, Client and Consultant agree that all disputes between them arising out of or relating to this agreement shall be submitted to nonbinding mediation, unless the parties mutually agree otherwise.

Client and Consultant further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, subconsultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

(b) Subdivision (a) shall not preclude or limit Consultant's or Client's right to file an action for collection of fees if the amount in dispute is within the jurisdiction of the small claims court.

(c) Subdivision (a) shall not preclude or limit Consultant's or Client's right to perfect or enforce applicable mechanic's lien or stop notice remedies.

28. (a) Except as provided in subdivisions (b) and (c), in the event the parties to this agreement are unable to reach a mediated resolution of any dispute arising out of the services rendered pursuant to this agreement, in accordance with paragraph 48, then, unless the parties mutually agree otherwise, such disputes shall be settled by binding arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

(b) Subdivision (a) shall not preclude or limit Consultant's or Client's right to file an action for collection of fees if the amount in dispute is within the jurisdiction of the small claims court.

(c) Subdivision (a) shall not preclude or limit Consultant's or Client's right to perfect or enforce applicable mechanic's lien or stop notice remedies.

29. The Consultant shall have the following insurance in force during the full period of the agreement:

(a) Worker's Compensation to the limits prescribed by law.

(b) General Liability and Property Damage with a combined limit of not less than \$1,000,000.

(c) Automobile Liability in an amount not less than \$500,000.

(d) Professional Liability in an amount not less than \$1,000,000.

30. Consultant agrees to hold harmless and to indemnify the City from every claim or demand which may be made for any injury or death, or damage to property to the extent caused by the consultant in the negligent performance of the contract irrespective of the date upon which the claim or demand is asserted.

31. The consultant agrees it shall immediately notify the City and insurance carriers of any incident occurring during performance of this contract which may result in a claim or liability.

IN WITNESS WHEREOF, the parties hereby execute this agreement dated upon the terms and conditions stated above.

City of Bishop

By:

Nolte Associates, Incorporated

By:

Richard F Pucci
City Administrator

Date

Date

City of Bishop

Water and Wastewater Master Plan

Scope of Services - DRAFT

Task 1 – Investigation of Existing Facilities and Conditions

Nolte plans to participate in a half-day workshop with City staff at the onset of the project. Described more thoroughly in Task 9, Nolte foresees that the workshop will permit the sharing of objectives, ideas, concerns, timelines, expectations, and schedules between Nolte and the City. Most importantly, Nolte believes that the workshop will foster a team approach between Nolte and the City, permitting an open flow of ideas throughout the master planning process.

Nolte will develop and present suggested System Design and Performance Criteria to the City for the water and wastewater systems in discussion. The finalized criteria will be used to compare existing facility capacity and conditions to the System Design and Performance Criteria. These will be utilized in the evaluation of facilities and development of alternatives. Criteria will include items such as maximum d/D for gravity sewers, pipeline velocities for water systems, hydrant flow and pressure criteria, and water quality.

Following the workshop, Nolte staff will examine facilities through site visits with City staff. Such facilities include the wastewater treatment facility, wastewater pump station, well sites, tank site, hydrants, manholes, other features readily seen from the surface, and the City's water and wastewater office and maintenance areas. Nolte seeks the input of operators during site visits on how well these systems meet the needs of the City, what difficulties they have, and how specific modifications could facilitate system maintenance and operations. The site visits will permit Nolte to take inventory of the system, identify possible steps the City can take to improve operational efficiency, effectiveness, and reliability. Nolte will use this site visit as one foundation for determining system deficiencies and potential solutions to those deficiencies.

Nolte will review documentation provided by the City, including available system atlas maps (most of which already provided by City), Regional Water Quality Control Board and Department of Health Services documentation (permits and violations), well production rates, water and wastewater operations and capital budgets, wastewater treatment facility flows, and anticipated customer growth within the City's service area. It would be beneficial, but not required, for Nolte to receive this information prior to the workshop described above and in Task 6. This documentation will permit Nolte to become more familiar with the system before the workshop and enable Nolte's team to participate more knowledgeably at the workshop and field visits. This documentation will permit Nolte to take inventory of the system and identify system deficiencies. Planned growth within the City's service area is anticipated to be minimal, although addressing this growth will enable the City to properly prepare for such an occurrence.

Nolte will attend meetings with adjacent water and wastewater agencies, and work toward potential solutions where the City's needs and services could be blended with those of the adjacent agencies. Such solutions could include the formal sharing of equipment, sharing of excess capacity at wastewater treatment facilities, and emergency interconnections. The City will make first contact with the agencies and set up initial meetings. Nolte will attend up to 10 meetings with these agencies; the meetings will take place on the same day as other planned visits to Bishop by Nolte's Project Manager (meeting with City Project Manager, site investigations, manhole investigation, and gravity sewer televising and cleaning).

During Task 1, Nolte may identify areas requiring an investigation with a specific skill set or capacity. Such an investigation could include a tank diver, continuous flow monitoring in gravity sewers, and additional televising of gravity sewer pipelines. Only after discussion with and approval from the City will Nolte take action to retain such services. Such services are not included in this Scope of Services. Nolte will coordinate with the City and the specialist to procure these services.

Task 2 – Gravity Sewer Cleaning and Televising

Nolte will retain the services of a subconsultant to clean and televise up to 20,000 LF of gravity sanitary sewer pipelines. The pipelines will have a minimum internal diameter of 6 inches.

The video inspection will be done with a remote control camera equipped with a rotating/360 degree viewing camera head. The inspection will be recorded on a DVD along with a corresponding computer generated inspection log.

The Inspection Log shall include the following:

1. Project Title
2. Name of Owner
3. Date/Time of Day
4. Manhole-to-Manhole Pipe Segment
5. Pipe Segment Length (from joint to joint)
6. Pipe Material
7. Line Size (Diameter)
8. Compass Direction of Camera Travel and Direction of Flow
9. Operator Name
10. Counter Reading at Beginning and End of Each Manhole-to-Manhole Pipe Segment

The Inspection Log information will be displayed on the DVD at the beginning and end of each manhole-to-manhole pipe segment.

The DVD video will:

- Continuously display of length in feet from the face of the entry manhole to the face of the exit manhole for each segment throughout the inspection.

- Record and visually display each defect, lateral, intermediate manhole, or rodding inlet, or other observed anomaly.
- Highlight points of interest that may include, but are not limited to defects, encrustations, mineral deposits, debris, sediment, and locations deemed not to be clean.
- For any incomplete inspections, record the cause and footage of inspection stoppage, whether a reverse inspection was attempted, the line segment number of the corresponding reverse inspection, and the estimated footage of pipeline that could not be successfully inspected.
- Contain audio commentary on observations

Nolte's subconsultant will provide the following:

- Minor traffic control consisting of providing and placing signs and cones such as would be needed in a quiet residential neighborhood.
- Backflow preventer for hydrants to be used as source water for flushing.
- Two copies of written report on 8.5" x 11" paper
- Submittal of written report in pdf or other electronic format.
- Two copies of all video inspection on DVD corresponding to the written report.
- The subconsultant will comply with all prevailing wage requirements for the appropriate county in the state of California.

The City of Bishop will provide at no cost to Nolte or its subconsultants:

- Traffic control beyond what is stated above, including but not limited to State Highways
- Water from the nearest fire hydrant or other high-volume on-demand source.
- Disposal site near the project for debris removed from the pipeline, as necessary. Nolte assumes that an acceptable disposal location is the City's wastewater treatment facility and/or landfill.
- Legal and physical access to the pipeline for equipment and personnel.
- Any special licenses, permits, or fees that will be required.
- Manholes can be readily located and opened. Nolte recommends that the City open the manholes within a month of the planned inspection and cleaning.

Price of pipeline cleaning is based on normal cleaning of 1 to 3 passes. Heavy cleaning of 4 or more passes will be billed at an hourly rate of \$220, including equipment, materials, and labor.

Nolte will coordinate and oversee the sewer pipeline cleaning and televising. Nolte will review the DVDs and reports submitted by the subconsultant, and use this material in evaluating the condition and capacities of the wastewater collection system. Nolte assumes that the field inspection work will be completed within two calendar weeks, with one additional week to review the submitted videotapes and Inspection Logs. Nolte will prepare an exhibit in paper and electronic format showing the condition of the inspected pipelines, superimposed on an aerial photograph or system atlas. The exhibit will be presented in a GIS compatible format if the City's database is developed and available to Nolte.

Task 3 – Manhole Investigation

Nolte will investigate City sanitary sewer manholes. Per documents supplied by the City, there are about 295 manholes that are owned and maintained by the City. Nolte plans to examine these manholes from street level to the greatest extent possible during the cleansing and televising of gravity sewers (Task 2). Nolte assumes that approximately 225 manholes will need to be examined beyond those inspected during the flushing and televising activities, and has based its cost estimate on this.

Nolte assumes that it can inspect up to 3 manholes per hour on average. Slightly more time will be required in Caltrans Right of Way or high traffic streets. Nolte personnel will not be entering manholes.

The City shall provide the following:

- Traffic control in all areas other than quiet neighborhoods
- Any licenses and permits and related fees
- Assurance that all manholes can be readily opened with hand tools (crow bar, pick, etc.)
- Key to unlock manholes, if required

Nolte's investigation of the manholes will attempt to obtain and present the following information:

- Manhole number (atlas and manhole numbers provided by City)
- Manhole location (intersection, block and street name)
- Manhole material (brick, concrete or other)
- Manhole diameter
- Depth from rim to inverts (north, south, east, west, and other inverts, as applicable)
- Invert elevation (manhole rim elevation to be provided by City)
- Inlet/outlet pipeline diameters and material
- Flow direction(s)
- Condition of manhole structure (is grout between bricks deteriorated? Rebar exposed? Lining peeling from wall?)
- Condition of bench
- Condition of rungs
- Condition of ring and cover
- Is manhole flush with pavement or dirt?
- Does cover have locking device?
- Presence of debris in manhole, corrosion
- Appearance of flow (excessively clear indicating infiltration? stagnant water?)
- Photographs
- Other observations (drop manholes, sources of inflow/infiltration, etc.)
- Year installed (if available from as-builts provided by City)
- Sketch of inlet and outlet piping
- Recommended improvements?

Nolte will prepare a standard form to be used for all manholes. This form will be submitted to the City prior to commencing the manhole investigation work for approval and comments from the City. The form will be part of an MS Access database. The information collected on the forms can be linked by the City to its GIS database through City-assigned manhole numbers.

Nolte will prepare an exhibit in paper and electronic formats showing the condition of the inspected manholes, superimposed on an aerial photograph or system atlas. The exhibit will be presented in a GIS compatible format if the City's database is developed and available to Nolte.

Task 4 – Evaluation of Existing Facilities

Following the information obtained from document review, discussions with City, and field visits, Nolte will evaluate how well the existing water and wastewater facilities meet the existing and future needs of the City. This evaluation will be made in graphical, tabular, and text forms. It will include the City well site, storage tank, and distribution system on the water side. On the wastewater side, the evaluation will include the collection system, pump station and forcemain, and wastewater treatment facility.

Nolte will prepare separate computer models for the water distribution system and the wastewater collection system. Nolte anticipates using hydrant testing data from the City Fire Department to calibrate the water model. City Fire Department hydrant test data will include flow vs. pressure graph for activated hydrants at different locations in the City. Nolte anticipates using flow data from the wastewater treatment facility and pump station to calibrate the wastewater model. The models will enable the City to identify shortcomings in the pipeline systems: what areas are undersized, what impacts will take place on these systems from changes in land use or built environment will, and enable the improvement options to be readily identified. Nolte will base the demands in the water distribution system model on peak hour demands, and maximum day plus fire flow demands (up to six locations). These will show whether the system is capable of meeting pressure and flow requirements during these scenarios. Fire flow scenarios will be performed at up to five different hydrant locations. For wastewater, demands will be based on peak hour flow conditions. For the water and wastewater systems, the performance of the modeled system will be compared to the System Design and Performance Criteria outlined in Task 1. Nolte anticipates using WaterCAD or H2O Map for the water model, and SewerCAD for the sewer model.

The existing facilities will be compared to the current and future needs of the City. Nolte will prepare text and graphics to explain foreseeable regulatory changes for the water and wastewater systems. Such changes would include items like the California Toxics Rule (wastewater), disinfection and disinfection byproducts rule (water), and the Cryptosporidium Action Plan (water). Such anticipated changes will be included in the evaluation of existing facilities. Nolte will investigate possibilities for automatic control of water supply and wastewater treatment facilities.

Nolte will describe how the existing facilities meet, exceed, or fail to meet the needs of the City. This will be performed on a facility-by-facility basis, so that specific improvement areas can be identified. The capacities of individual facilities will be compared to the existing, seasonal, and future needs.

In addition, Nolte will examine how operation of the existing facilities can be improved. Potential improvement methods could include modifying pumping configurations or types to reduce electricity consumption, using flow equalization basins to more efficiently treat wastewater, and modifying chemical injection procedures to reduce chemical purchases.

Task 5 – Development of Alternatives

Nolte will develop alternatives to address the identified water and wastewater deficiencies. For each alternative, Nolte will describe the proposed improvement, how the deficiency will be rectified, the capital cost, impact to operational expenses, facility footprint, useful life and annual reserve requirements for future replacement, and benefits and drawbacks to the alternative. For most deficiencies, multiple alternatives will be developed.

Nolte will develop alternatives for cooperation with adjacent water and wastewater agencies. The objective of these alternatives is to improve cooperation, reduce expenses, and increase system reliability. For these alternatives, Nolte will outline capital and operational costs, as well as benefits and drawbacks.

As applicable, Nolte will identify potential outside funding sources for alternatives. Each funding source has distinct project requirements, which will have impacts on the capital cost and schedule of the project. For example, the funding source may have specific submittal deadlines, submittal content, and labor rate requirements.

Nolte will discuss with the City the criteria for selecting alternatives. Such criteria would typically include capital costs, impacts to operational costs, land requirements, and environmental impacts. Part of this discussion will be weighing the criteria that are most critical to the City.

Task 6 – Recommendation of Alternatives

Following a discussion of the proposed alternatives with the City, Nolte will recommend and prioritize alternatives. Nolte will prepare a draft Capital Improvements Plan (CIP) for the water and wastewater system for discussion with the City. Nolte will include a provision for inflation for each project, depending on the timeline for the improvement. The projects for the CIP will be divided into engineering, environmental, construction, and other components as appropriate and applicable. The CIP will have a 20 year forecast horizon.

Task 7 – Capital Improvements Plan

Following a discussion with the City on the draft CIP and project priorities, Nolte will prepare a detailed analysis of the first eight capital projects. This detailed analysis will permit more accurate capital cost opinions; identify impacts from existing facilities, rights of way, likely groundwater and soils conditions (no geotechnical investigation included), and land features (rivers, wetlands, structures and pavement); map regulatory and funding agency approval procedures; and provide a more detailed project schedule.

Nolte will finalize the Capital Improvements Plans, which will be the primary springboard from which the City can proceed with implementation of projects to address system deficiencies.

Nolte will evaluate an impact fee per equivalent dwelling unit (EDU) for existing excess capacity at non-conveyance water and wastewater facilities. Non-conveyance facilities include treatment facilities, pump stations, wells, storage tanks, billing software. The non-conveyance facilities evaluated are limited to City-owned facilities that are examined in Tasks 1 through 4. Pipeline systems are specifically excluded from this evaluation. Nolte will develop and present methods for determining impact fees for water and wastewater conveyance facilities located offsite of proposed developments. The definition of an EDU will be provided by the City.

Task 8 – Meetings and Submittals

Nolte plans to hold two project workshops during the master planning process. These will be held at City facilities. The first workshop will take place at the onset of the project. Nolte's objective for this workshop is to provide an open forum to share ideas, concerns, expectations, schedules, and purpose for the project. This will also permit Nolte staff and City staff to create a team mentality. Nolte seeks the input from operators, office staff, directors, Fire Department, water and wastewater commission members, and council members at this meeting. Nolte's project manager will facilitate the workshop. Following this meeting, Nolte will visit the City's water and wastewater infrastructure with City staff.

The second workshop will take place during the later stages of the master planning process. At this workshop, Nolte will seek the City's input on alternative selection, capital project prioritization, capital project funding, and capital project scheduling. Nolte seeks the input from operators, office staff, directors, commission members, and council members at this meeting. Nolte's project manager will facilitate the workshop.

Nolte's project manager will attend progress meetings every two months in Bishop to discuss the status of the project and key decisions, and to present findings. The latest deliverable will be discussed. Nolte project staff may also attend these meetings as appropriate. Five of these meetings are anticipated.

Nolte's project manager will provide updates to the City's project manager every two weeks. These updates, made by phone or other electronic means, will keep the City

abreast of the project status, and upcoming material and decisions. These updates will keep the City Project Manager frequently informed on the progress of the project.

Anticipated Deliverables

Nolte anticipates seven submittals of Master Plan documents to the City. These submittals will be the components of the Master Plan (excluding Submittal No. 4):

Submittal 1: Investigation of Existing Facilities and Conditions

Submittal 2: Evaluation of Existing Facilities

Submittal 3: Development of Alternatives

Submittal 4: Recommendation of Alternatives

Submittal 5: Capital Improvements Plan, Impact Fee Study

Submittal 6: Final Master Plan Document with Executive Summary

Nolte will prepare the report text, graphs, and figures on 8.5" x 11" paper. At Nolte's discretion, some figures may be prepared on 11" x 17" or larger sized paper. For interim submittals (1 through 5), Nolte will submit 5 paper copies to the City. For the final submittal, 10 bound copies of the Master Plan and an Adobe .pdf file will be submitted to the City. As appropriate, data will be submitted in GIS (Geographic Information System) compatible formats.

Items to be Provided by the City of Bishop

- Digital aerial photograph of entire city (.tif format preferred)
- Copies of correspondence from regulatory agencies (Regional Water Quality Control Board, Department of Health Services, Inyo County)
- Paper copies or .tif files of water and wastewater system atlas maps (includes material already provided by City, and atlases developed 1930s)
- Fire hydrant test data (flow vs. pressure)
- Water quality testing data and Consumer Confidence Report
- Groundwater monitoring data
- Access to City's GIS data as it is developed (City to notify Nolte's Project Manager when data elements become available)
- Financial information on City's water and wastewater funds for Rate Study

Nolte prefers that these items be provided to Nolte prior the Project Kickoff Workshop.

Tasks That Can be Provided by Nolte Under a Separate or Amended Contract

- Preparation of Service Area Plan
- Environmental documentation
- Tank interior investigation
- Continuous flow monitoring for gravity sewer infiltration
- Design and construction management of improvements
- Digitizing of atlas maps
- Recommendations from legal counsel on legal status of wells, system consolidation, annexation, or efforts to obtain water rights

- Sanitary Sewer Overflow Reduction Program document

Labor Wage Rates Assumption

Nolte has prepared its fee based on the assumption that prevailing wage rates are not applicable for Nolte personnel.

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City of Bishop
Water and Wastewater Master Plan
Fee Estimate - DRAFT

Activity	Waster Cost	WW Cost	Total Cost
Task 1 – Investigation of Existing Facilities & Conditions	\$6,181	\$6,827	\$13,008
Task 2 – Gravity Sewer Cleaning and Televising	-	51,031	51,031
Task 3 – Manhole Investigation	-	18,595	18,595
Task 4 – Evaluation of Existing Facilities	14,017	16,740	30,757
Task 5 – Development of Alternatives	13,451	9,340	22,791
Task 6 – Recommendation of Alternatives	3,914	3,914	7,828
Task 7 – Capital Improvements Plan	8,170	8,170	16,340
Task 8 – Meetings and Submittals	11,555	11,555	23,110
Total Cost (Rounded to Nearest \$100)	\$57,300	\$126,200	\$183,500



To: Richard F. Pucci, City Administrator
From: David Grah, Director of Public Works
Subject: Amendment to Well 1 Assessment Contract
Date: 3 May 2006

General:

Work completed so far on the Well 1 Assessment project indicated additional work is required to accomplish the objectives of the assessment project. A contract amendment is needed for this additional work.

Background:

At its 13 March 2006 meeting, the Bishop City Council approved a contract with Layne Christensen Company for up to \$53,813.50 to assess Well 1. The City has been unable to regularly operate Well 1 due to problems with the well motor and controls and due to fluoride concentrations in the well water exceeding stringent State standards. The current contract with Layne Christensen consists of the work thought to be needed to assess these issues based on the information available at the time the contract was developed.

Part of the contract work was to video the inside of the well to verify its condition before other work proceeded. This video inspection revealed extensive mineral and other types of deposits inside the well casing. The deposits substantially block the louvers that allow water into the well from the surrounding soil. This blockage would compromise the results of the flow testing that is a major part of the Well 1 Assessment work and reduces the amount of water the well can produce.

To prepare Well 1 for flow testing and to ensure it will produce as much water as it is capable of producing, Layne recommended rehabilitating the well casing. This rehabilitation work consists of chemical treatment of the deposits, mechanical cleaning of the casing, and other work to clean the deposits and otherwise improve the condition and operation of the well casing, louvers, and surrounding gravel pack. Following the rehabilitation, another video inspection would be done to determine the effectiveness of the rehabilitation.

At 47 years old, the well has used a substantial portion of its useful life. In many areas, most of which have water and soils more corrosive than those in Bishop, wells are usually assumed to last 50 to 60 years. Because of its age it is possible the rehabilitation work will damage the well or will show the well to be in a condition unsuitable for further work. In any event, the scope of the Well 1 Assessment project as a whole will need to be reviewed in light of what is found during and after the rehabilitation.

Proposal and Budget:

Layne Christensen estimates \$42,408 for the rehabilitation work.

This work was not specifically budgeted in the City's 2005/2006 fiscal year but funds for Capital Improvements could be redirected to this Professional and Technical work:

Description	Budgeted	Forecast	Transfer
Master Plan	\$35,000	\$25,000	\$10,000
Line Replacement	\$75,000	\$42,000	\$33,000
		Total	\$43,000

The values in the "Budgeted" column are from the 2005/2006 fiscal year budget as adjusted to fund the original Well 1 Assessment project contract. The values in the "forecast" column are anticipated expenditures in these areas through the end of the fiscal year.

Recommendation:

It is recommended the City Council approve an amendment to the contract for the Well 1 Assessment work with the Layne Christensen Company to include the recommended well casing rehabilitation work and authorize the expenditure of up to \$42,408 through this contract for this additional recommended work. The total cost of the Well 1 contract after this amendment will be not to exceed \$96,221.50.

PUBLIC WORKS REPORT
March 2006

WATER

1. Repaired water leak on 4" cast iron main at 375 Clarke Street.
2. Replaced a galvanized 3/4" water service at 693 West Elm Street with a new 3/4" copper service.
3. Installed valve boxes at the following locations:
 - a. 322 North Main Street
 - b. 583 Howard Street
4. Painted all main line valve boxes in preparation for new aerial photo.
5. Took routine water samples.
6. Took monthly readings of all water meters.
7. Potholed water main at Home and Grove Streets to gather needed information to do the Grove Street Water Main Replacement.

SEWER

1. Cleaned plugged sewers at the following locations:
 - a. 263 Willow Street
 - b. 173 North Third Street
 - c. Intersection of May and High Streets
 - d. 563 Home Street
2. Made routine inspections of grease interceptors.
3. Painted all manhole covers in preparation for new aerial photo.
4. Continued with sludge reduction program.
5. Cleaned sludge and grit drying beds.
6. Performed maintenance to 40-acre pasture and irrigation ditches

STREETS

1. Swept all City streets and alleys.
2. Constructed an Arizona crossing at Bishop Creek Canal on East Line Street.
3. Inventoried all curb, gutter and sidewalks on all City streets.
4. Installed thermoplastic Stops and Bars at various locations.
5. Completed annual crack seal operations.
6. Ground trip hazards on sidewalk at the Neighborhood Church.
7. Repaired and/or replaced various street signs.
8. Patched potholes on City streets and parking lots.

MISCELLANEOUS

1. Completed the selection process for a GIS consultant and signed a contract.
2. Made minor repairs and performed routine maintenance on sweepers.
3. Provided weekly tailgate safety meetings for Public Works Crew.
4. Attended CPR and First Aid Training.
5. Performed routine maintenance and made minor repairs to light trucks and heavy equipment.
6. Cleaned weeds and trash from shop planters.
7. Cleaned plugged sewer for the Tri-County Fairgrounds.

PUBLIC WORKS REPORT

April 2006

WATER

1. Installed a 10" x 8" tee and valves at the intersection of Home and Grove Streets. This work was done to accommodate a new 8" main line on Grove Street.
2. Potholed at Well #2 to better help design a new 8" water line from well site to El Sereno Arms East Condominiums.
3. Lane Christensen began work on Well #1. Work to this point has included pulling pump and shaft as well as video recording of well casing.
4. Painted all City fire hydrants.
5. Shut off commercial water service because of lack of payment.
6. Installed valve box at 596 North Third Street.
7. Assisted Layne Christensen in fine tuning electrical controls at Well #2.
8. Took monthly readings of all water meters.
9. Provided weed control at well and tank sites.
10. Began annual testing of backflow valves.
11. Took routine weekly and monthly water samples.
12. Continued with collection of GPS data of our water system.

SEWER

1. Cleaned plugged sewers at the following locations:
 - a. 263 Willow Street
 - b. Intersection of Hammond and Keough Streets
2. Made routine inspections of grease interceptors.

3. Continued with collection of GPS data of the sewer system.
4. Public Works crew attended confined space training provided by CJPIA.
5. Provided weed control at the wastewater treatment plant and at the ponds.
6. Cleaned grit and sludge drying beds.
7. Continued with sludge reduction program in ponds 2 and 3.

STREETS

1. Began annual painting of all curbs and striping.
2. Swept all City streets and alleys.
3. Patched potholes and gutters.
4. Cleaned drop inlets to increase drainage during rain storm.
5. Repaired potential trip hazard at City Hall in sidewalk.
6. Installed approximately 20 thermoplastic stops and bars in various locations.
7. Cleaned plugged culvert under Chamberlain Street.
8. Provided weed control on City streets and parking lots.

MISCELLANEOUS

1. Provided weekly safety meetings for Public Works Crew.
2. Performed maintenance and made minor repairs to light trucks and heavy equipment.
3. Served on an interview panel for Inyo County Public Works.
4. Removed weeds and trash from shop planters.
5. Attended traffic control planning meeting for Mule Days Parade.
6. Performed miscellaneous tasks to prepare for aerial photo.