

# **City of Bishop**

## **WATER AND SEWER COMMISSION AGENDA**

Date: January 9, 2007  
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 November 14, 2006 subject for approval.

### **NEW BUSINESS**

- (2) Proposed Well 3
- (3) Servicing Eastern Sierra Community Services District customers

### **OLD BUSINESS**

- (4) Draft "Opt out and Buy in" proposal for vacant properties
- (5) Update on Water and Sewer Master Plan
- (6) Update on Grease Interceptor education
- (7) Public Works Report – November and December

### **STAFF AND COMMISSION REPORTS**

**ADJOURNMENT:** The next regularly scheduled meeting will be March 13, 2007 at 7:00 P.M. in the City Council Chambers, 301 West Line Street, Bishop.

**MINUTES**  
Water and Sewer Commission  
November 14, 2006

CALL TO ORDER:

Vice Chairman Cross called the meeting to order at 7:04 P.M.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Vice Chairman Cross

COMMISSISONERS PRESENT:

P. Mathieu, Cross, Bhakta, and Underhill

COMMISSIONERS ABSENT:

Martin

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) Vice Chairman Cross asked if there were any additions or corrections to the minutes of the September 12, 2006 meeting.

MOTION:

Commissioner Underhill moved to approve the minutes of the September 12, 2006 meeting as written.

MOTION CARRIED.

NEW BUSINESS:

- (2) Letter from Department of Water and Power dated 8/23/06 – Release of 75-acres - Hanby Street Parcel

Mr. Grah stated that in the letter the Department of Water and Power is requesting a water service agreement between the City of Bishop and the County of Inyo or the annexation of the property into the City of Bishop. Mr. Grah said the Hanby Street Parcel could be a good parcel for the City of Los Angeles to release for development. The property is located outside the City limits and Mr. Grah said that it is the stated intention of the City of Bishop to serve water to the parcel. It could be done similarly to the two churches on West Line Street that are out of the city limits that we serve water to. They "bought into" the system and now pay a monthly water fee.

Vice Chairman Cross asked about the sewer. Mr. Grah said the Hanby parcel is below the City's current collection system and so, as it stands now would flow to the Eastern Sierra Community Services District system. Cross asked if the City has replied to the City of Los Angeles regarding this letter and Mr. Grah said not as of this date. Cross asked if the City of Bishop has the capacity to serve this area. Mr. Grah said that we have two wells that work pretty hard in the summer months, but we do have the capacity.

The Commissioners agreed that the City of Bishop should serve water to the area but make sure that the developer pays his share for fees so that the City will be able to recuperate the costs. Commissioner Bhakta asked how we would charge – flat rate or meters. It was discussed that a lot more information would need to be known and a lot more progress made on the potential release and development of the property before this question could be answered. Meters are now required for each property whether they are in the City or not and whether they are charged for water by meter or not.

In conclusion, the Commissioners agreed serving water to the parcel would be good even though they didn't come up with any specifics. They agreed we have the capacity to deliver water, but want to do what is financially equitable and avoid risk for the rest of the City. They would like to continue to discuss this at future meetings.

- (3) Discussion to lower number of Commission position from 7 to 5.

Mr. Grah stated that this commission serves an important role for the City. Originally, the commission was set up to have 7 members and unfortunately there has not been much interest in filling the vacant slots. The City Council has had the discussion recommending the commission be reduced to 5 commissioners, but wanted to get input from the commissioners themselves.

Vice Chairman Cross said he felt seven would be nice as you get more input and discussion, but 5 is adequate. Commissioner Mathieu said 5 is adequate.

## MOTION:

Commissioner Bhakta made a motion to change the number of commissioners from 7 to 5.

## MOTION CARRIED.

## OLD BUSINESS:

### (4) Draft proposal for water and sewer charges on vacant property.

As discussed at our last meeting, Mr. Grah stated that after getting requests for not being charged for vacant property, a draft proposal was developed and a copy is included in the packets for the commission's review. Mr. Grah said that he had gone through the 2006/2007 budget to identify system costs and explained how he came up with the figures he used. Under this proposal requests for a reduce rate for vacant properties could be granted if the property owner was willing to pay for the installation of a meter. Once the water meter was installed the property owner could be charged a reduced rate. It was noted as important that the proposal is really not practical because a meter could cost as much as \$1,000 but the savings would only be \$5.00 each month.

Mr. Jim Doherty, owner of property at 168 Willow Street, addressed the commission. He stated that he has had this property for many years and in 1977 a broken line occurred and the City cut off the water and sewer to his property and doesn't feel he should have to pay for water and sewer. Vice Chairman Cross said that water is available and once you make exceptions, you open up the door to having to entertain numerous requests that are not as well justified. He feels that each parcel needs to pay for their share to maintain the system. Cross asked about other properties where the water had been shut off and fees discontinued, then said that the same should be done for Mr. Doherty. Mr. Grah said the recent approach on this subject has been that having the system available makes the property more valuable and properties should be charged for this value. If water is available to developable property, it should be charged.

Mr. Dishion said that for a long time the philosophy has been that the City does not charge for the water used, but the availability of the water and each parcel should pay their share. Cross said that in Mammoth, they charge connection fees and Mr. Grah agreed that connection fees are important, but noted we don't have a system to assess such fees set up in the City but that development fees or connection fees should be explored. The "opt out – buy in" concept should also be explored.

Mr. Doherty said that he was considering selling the property and if at that time the new owners want water and sewer they should pay for it; in the meantime, since he is not using water and sewer, he doesn't feel he needs to pay for something he is not using.

Commissioner Mathieu said that when the City cut off the water and sewer and discontinued the fees, it should have stayed as is. She said the City needs to identify what the equitable thing to do and go forward. She said the “opt out and buy in” seems fair and equitable.

Mr. Grah said that he would put together a draft “Opt out – Buy in” proposal for vacant properties and have it for review at our next meeting.

(5) Master Plan Update

Mr. Grah stated that the consultants are working on the water and sewer models. He has received some of the first drafts and asked if the commissioners were interested in looking at them. He will e-mail what he has received so far and continue as they move forward. Mr. Grah said that they are looking at March for the completion of the Water and Sewer Master Plans.

(6) SCE Accounting

Mr. Dishion said that he had contacted the new SCE Accounting Manager. Right now we are paying for the time of use and a flat rate. He suggested that we go to a time of use plan without the flat rate. Mr. Dishion said that just for Well 4 this would create a 37% reduction and Well 2 a 46% savings. After the Well 2 renovation with the new variable speed drive there was a savings from \$7,200 in July 2005 to \$5,500 in July 2006. The cost of electricity went up 15% and we still saved money in electricity. We can review our plan once a year and change options if we need to.

(7) Grease Interceptors

Mr. Dishion said that we have had no luck in getting all the restaurant owners together. As a result we are going to try and meet with the owners individually and have Dave Mappus from the Public Works Crew explain to them about the interceptors and show them the video we have. Commissioner Bhakta suggested that a good time to educate them would be when they come in to renew their business license. Commissioner Underhill suggested going to one of their staff meetings and showing them the video.

(8) Public Works Reports for September and October

Mr. Dishion reviewed the monthly reports.

Mr. Grah informed the Commission that so far we have spent \$234,300 on the Well 1 renovation, including sealing off the bottom of the well. It appears to still have fluoride throughout the well and arsenic appears to be high but within the allowable range. In conclusion, we are still going to need a back-up well and will pursue with Well 3. What

we have done to the well so far is not all a loss: The controls can be moved to Well 3 and we would have to seal the well completely and we have 225 feet sealed with concrete.

Mr. Dishion said he worked with the United States Geological Survey team to do a comprehensive test of Wells 1 and 4. It will take about 6 months to get the results.

#### STAFF AND COMMISSION REPORTS:

Mr. Grah stated that he had met with the Bishop Tribe and Eastern Sierra Community Services District. The District now takes and treats the Tribes wastewater and the District is reaching its plant capacity while the Tribe plans to continue to grow. With increased flow to the District's plant which is near capacity, and substantial unused capacity at the City's plant, it seems likely an arrangement will be found so all three entities could benefit.

Items to be discussed at the January 9, 2006 meeting:

#### NEW BUSINESS:

1. Proposed Well 3
2. Servicing ESCSD customers

#### OLD BUSINESS:

1. Update on Hanby Street Parcel
2. Update on Water and Sewer Master Plan
3. Update on Grease Interceptor education

#### ADJOURNMENT:

Vice Chairman Cross adjourned the meeting at 9:15 P.M. The next regularly scheduled meeting will be Tuesday, January 9, 2006 at 7:00 P.M. in the City Council Chambers.

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Forrest Cross, Vice Chairman

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Kathy Lehr, Secretary



**To:** Bishop Water and Sewer Commissioners  
**From:** David Grah, Director of Public Works  
**Subject:** Opt-Out / Buy-In Strategy for Water and Sewer Customers  
**Date:** 5 January 2007

**General:**

The City of Bishop Department of Public Works receives requests from owners of vacant properties to not charge those properties for water and sewer. At its November 2006 meeting, the Bishop Water and Sewer Commission directed staff to develop a proposal to respond to these requests based on an opt-out and buy-in concept.

**Background:**

This proposal builds on the ideas presented in my 8 September and 8 November 2006 memos to the Bishop Water and Sewer Commissioners. Those memos outlined some of the issues involved, presented arguments heard concerning those issues, presented related discussion topics, and presented a proposal to reduce monthly charges to vacant properties with the installation of a water meter. Discussion at the November Water and Sewer Commission meeting resulted in direction to staff to develop a proposal to allow existing customers, including owners of vacant properties, to opt-out of water and sewer service with the option of buying back in at a later time.

See my 8 September and 8 November memos for more background. They are available on the City website through the Bishop Public Works page.

**Potential Strategy:**

This strategy rests on the idea that existing customers of the Bishop water and sewer systems have, over time, paid for the construction of those systems through the fees they have paid each month. This is consistent with the idea discussed in earlier memos that having the systems available to a property imparts substantial value to that property. Under this strategy, a property could give up its access to those systems and stop paying fees, with important restrictions:

1. Connections to the water and sewer systems would be physically severed at no cost to the City and to the City's satisfaction (the physical part of "opt out").
2. Only the City can provide permanent water and sewer service within the city limits.
3. Reconnection to the water and sewer system would require payment equivalent to the property's share of the value of the water and sewer systems ("buy-in").

4. The cost of physically reestablishing water and sewer service would be at no cost to the City and would be to the City's satisfaction.

Bishop has some recent precedent assessing fees such as the reconnection or buy-in fees and assessment of fees under this current potential strategy should be consistent with that precedent.

The precedent was set in 1999 when, under written agreement, two churches along West Line Street outside the city limits connected to the city water system. A key part of the agreements was the payment of fees equivalent to the church's share of the value of the City's water system. The value of the water system was estimated as the cost to construct the system new and including correcting some existing deficiencies elsewhere in the system. The church's share of that value was determined by dividing the total value of the system by the total Single Family Residence Equivalent Units (SFRUE's) in the system and multiplying by the SFRUE's the church's added to the system. A calculation based on land area was also considered for the churches but was rejected in favor of the SFRUE-based one.

In 1999 the value of the water system was determined to be about \$9,900,000 and 2,800 SFRUE's were used resulting in a \$3,500 per SFRUE fee being assessed to the churches. According to the State, construction costs are about 25% higher today than in 1999 (I'll assume this is correct even though it seems low to me). Using those higher construction costs and recent calculations that put the total SFRUE's at 3,327, results in a current cost of about \$3,700 per SFRUE for water.

The City does not have calculations available for the value of the sewer system but it is probably similar to the value of the water system for another \$3,700 per SFRUE. In any event, if this opt-out buy-in strategy is pursued further, updated detailed calculation of the value of both systems would be necessary.

At \$7,400 to buy-in an SFRUE to both the water and sewer systems at \$47 per month, it would take a little over 13 years for an opt-out / buy-in approach to break even. Also, it is not clear how this strategy could be equitably implemented for vacant second units and for vacant units of multiunit developments.

**Recommendation:**

As evident with the previous proposal, this proposal deserves further discussion before being taken further. Instead of recommending for or against this proposal, I recommend the Bishop Water and Sewer Commission review and consider the potential strategy outlined here and be prepared to discuss the impacts at its meeting 9 January 2007.

# **PUBLIC WORKS REPORT**

## **November 2006**

### **WATER**

1. Installed a new flow meter at Well 4.
2. Repaired water leaks on service lines at the following locations:
  - 212 Clarke Street
  - Carr House on Home Street
3. Installed a valve box at 601 W. Yaney Street.
4. Exercised main line valves on Main and West Line Streets.
5. Installed irrigation system and worked on landscape at Well 2.
6. Made changes to SCE rate plans for Wells 2 and 4.
7. Assisted High Country Lumber with repair of water leak.
8. Began preliminary work for a SCADA (Supervisory Control and Data Acquisition) System for the City's water system.
9. Started process to acquire a portable generator to serve as "back up" power for wells.
10. Took routine water samples.
11. Took monthly readings of water meters.
12. Southern California Edison efficiency tested Wells 2 and 4.

### **SEWER**

1. Repaired sewer main at the 100 block of South Second Street.
2. Constructed new sewer lateral at 368 May Street.
3. Cleaned plugged sewers at the following locations:
  - Intersection of Coats and Yaney Streets
  - The north end of North Fowler Street
  - Intersection of Clarke and Sneden Streets
4. Constructed a new-steel framed and roof cover for sludge pump vault.

5. Cleaned and performed maintenance on grit pump.
6. Flow recorder at the Wastewater Treatment Plant failed and new one was ordered.
7. Replaced sump pump in the sludge pump vault.
8. Made routine inspections of grease interceptors.
9. Irrigated 40 acre sewer pond lease.
10. Cleaned sludge and grit drying bids.
11. Removed seven trees next to digesters.

## **STREETS**

1. Began Annual Fall Street Sweeping Program
2. Assisted in the removal and construction of new sidewalk at 168 Iris Street. City participated as part of the Sidewalk Safety Program.
3. Assisted property owner at 318 East Line Street with sidewalk construction as part of the Sidewalk Safety Program.
4. Patched several potholes on City streets.
5. Inspected construction of new sidewalks on the corner of South Warren and South Streets.
6. Reviewed and revised Home Street Improvements “as built”.
7. Repaired and replaced various street signs.

## **MISCELLANEOUS**

1. Re-painted striping and markings in Police Department parking lot.
2. Organized and completed the City of Bishop “Beautification Weekend”.
3. Replaced gutter brooms and pick-up brooms on both sweepers.
4. Hauled off sweeping debris to Sunland Landfill.
5. Performed general shop clean-up.
6. Made minor repairs and performed routine maintenance to light trucks and heavy equipment.

# **PUBLIC WORKS REPORT**

## **December 2006**

### **WATER**

1. Repaired water leaks on service lines at the following locations:
  - 242 Hanby Street on 8" steel main
  - 874 Home Street on ¾" copper service
2. Installed valve boxes at the following locations:
  - 386 Clark Street
  - 214 S. Fowler Street
  - 668 N. Third Street
  - 110 Mandich
3. Constructed new ¾" copper water service at 168 Edwards Street.
4. Located 14" transmission line from Well 4 to the City limits and added it to GIS.
5. Took routine water samples.
6. Took monthly readings of water meters.
7. Tested two newly installed backflow valves.
8. Performed grounds maintenance at Well 2

### **SEWER**

1. Inspected construction of new sewer lateral at 168 Edwards Street.
2. Cleaned plugged sewers at the following locations:
  - Intersection of First and Clarke Streets
  - 796 West Line Street
3. Removed bar screen from headworks and completed a major maintenance on it.
4. Put sewer cleaning truck out to bid again and selected a responsive bidder.
5. Made routine inspections of grease interceptors.

6. Removed several trees at the Wastewater Treatment Facility to enhance the drying processing in our sludge drying beds.
7. Replaced sump pump in control room at the Wastewater Treatment Plant.
8. Cleaned grit drying beds.
9. Irrigated and maintained the 40 acre pasture

## **STREETS**

1. Performed extensive clean up of all City alleys.
2. Swept all City streets.
3. Patched several potholes and gutters on City streets.
4. Replaced and/or repaired various street signs.
5. Installed “Not a Through Street” signs at Home and Sierra Streets and Home and Rome Streets.
6. Re-positioned STOP sign at Home and Sierra Streets to provide for better clearance at fire hydrant.
7. Removed tree limbs and debris from City streets after wind storm

## **MISCELLANEOUS**

1. Provided traffic control for the annual Christmas parade.
2. Made minor repairs and performed routine maintenance to Public Works equipment.
3. Cleaned trash and weeds from shop planters.
4. Hauled trash from the Fowler Street pit to the Sunland Landfill.

**DRAFT**

City of Bishop

**Well 3 Construction Project**

Construct new municipal water well.

October 2006

**General:**

The City of Bishop intends to construct a new water supply well on property owned by the City for this purpose. Proposed funding for the project is from the Community Development Block Grant (CDBG) program administered by the California Department of Housing and Community Development (HCD).

**Scope of Work:**

The project includes all work required to construct the new well and required related features such as water mains, well site, and necessary utility connections. The construction work includes:

1. **Well Test Work:** Install small diameter test well to 1000 feet below the ground surface at the city owned Well 3 site near the intersection of Sunland Drive, a County Road, and West South Street, an un-constructed City Street at the well site. The well site, although owned by the City, is outside of the city limits. The purpose of the test well is to verify the suitability of the site for a municipal water supply well and to develop information on which to base the detailed production well design. Estimated cost \$60,000.
2. **Construct Well:** Construct a well for municipal water supply purposes including casing, pump, motor and development work. Estimated cost \$400,000.
3. **Improve Well Site:** Improve well site suitable for a municipal production well including water treatment facilities, grading, construction of perimeter fencing and gates, site access (probably from South Street right of way off of Sunland Drive), paving, well building, site drainage, well controls, telemetry, and security. Site improvements would anticipate future construction of water storage facilities and possibly additional wells on well property. Estimated cost \$250,000.
4. **Provide Utilities:** Provide electricity and communication service to well site appropriate for municipal water supply well. Utilities may need to be extended along Sunland Drive and other streets to provide this service. Estimated cost, \$30,000.
5. **Construct Water Line:** Construct 12 inch water line from existing water line under West Line Street (Highway 168) along Sunland Drive south to the right of way for West South Street (about 1005 feet) and construct 12 inch water line along the right of way for West South Street from Sunland Drive east to the existing water line under South Fowler Street (about 1900 feet).

Water line construction would include necessary valves, blow offs, fire hydrants, and other features. Estimated cost \$350,000.

To accomplish this construction work, the planning and engineering work includes:

1. **Environmental for Test Well:** Provide California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents and permits for the test well as described in this scope of work. This work item includes all necessary field work, report writing, and consultation required to deliver environmental documentation and permits for the test well. If it would cause no delay to test well work, the environmental work for the test well can be combined with environmental work for construction. Estimated cost \$10,000.

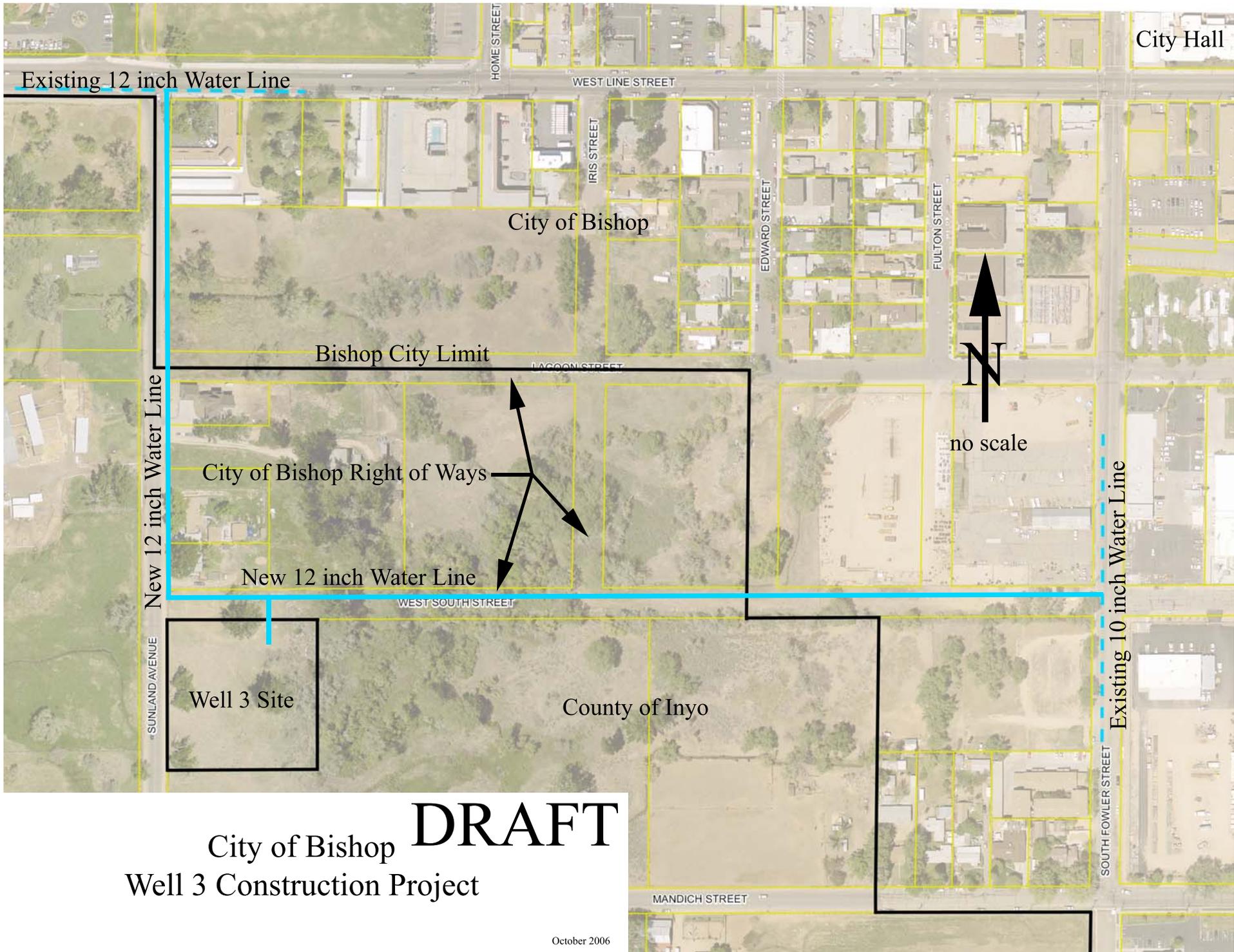
2. **Environmental for Construction:** If not accomplished with environmental work for test well, provide California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents and permits for the remaining Well 3 Construction project work as described in this scope of work. This work item includes all necessary field work, report writing, and consultation required to deliver environmental documentation and permits for the project. Estimated cost \$40,000.

3. **Engineering:** Provide plans and specifications and construction support for Well 3 Construction project. Estimated cost \$50,000.

**Cost:**

The cost to accomplish the scope of work is \$750,000. Because of the present volatility of construction costs, staging the project is proposed to ensure usable work segments are completed for available funds. Project staging is proposed as follows:

| Stage | Work  | Stage Cost | Cumulative  |
|-------|---|------------|-------------|
| 1     | Complete test well environmental.   | \$10,000   | \$10,000    |
| 2     | Perform well test work.   | \$60,000   | \$70,000    |
| 3     | Complete Well 3 Construction project environmental if not completed as part of stage 1 and provide plans and specifications for construction project. | \$40,000   | \$110,000   |
| 4     | Engineer project  | \$50,000   | \$160,000   |
| 5     | Provide utilities to well site, and construct water line. Construction of one leg of water line could be deferred if dictated by cost and funding.    | \$380,000  | \$540,000   |
| 6     | Construct well and improve well site. Some work, such as paving and well building, could be deferred if dictated by cost and funding.                 | \$650,000  | \$1,190,000 |



City of Bishop **DRAFT**  
Well 3 Construction Project