

City of Bishop
WATER AND SEWER COMMISSION AGENDA

Date: March 13, 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 January 9, 2007 subject for approval.

NEW BUSINESS

- (2) A presentation by Nolte on the Water and Sewer Master Plan
- (3) News Release
- (4) Rate Information Meetings (3/20 and 4/24)

OLD BUSINESS

- (5) Public Works Reports (January and February)

STAFF AND COMMISSION REPORTS

ADJOURNMENT: The next regularly scheduled meeting will be May 8, 2007 at 7:00 P.M. in the City Council Chambers, 301 West Line Street, Bishop.

MINUTES
Water and Sewer Commission
January 9, 2007

CALL TO ORDER:

Chairman Martin called the meeting to order at 7:05 P.M.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Chairman Martin

COMMISSISONERS PRESENT:

Mathieu, Martin and Underhill

COMMISSIONERS ABSENT:

Bhakta and Cross

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 November 14, 2006 meeting.

MOTION:

Commissioner Underhill moved to approve the minutes of the November 14, 2006 meeting as written.

MOTION CARRIED.

NEW BUSINESS:

(2) Proposed Well 3

Mr. Grah stated that it is important for the City to have a back-up production well and after the Well 1 assessment, it does not look like Well 1 can be used as the City's back-up production well. He said that there are a couple of options: 1) Cooperate with other agencies to tie into their system or 2) Construct a new City well. In either case the process would be long. A new well would be located on Sunland Drive and be called Well 3. In October we tried to get a grant from the State for CDBG funding for the new well. The approximate cost would be \$1.2 million. The City has talked to Layne Christensen and TEAM Engineering for their input on the project. The City hopes to release an RFP to hire someone to start the environmental document work, which can be a lengthy process. The project includes installing a test well to 1,000 feet below ground prior to constructing the production well. A lot can be determined by installing a test well, including testing of materials and the testing of water. It will help the City determine what to do before constructing the actual City well. The test well can later be used as a monitoring well.

Chairman Martin stated that even though it might be cost saving to tie into other agencies, there could also be problems involved. Having your own well is a better investment and having your independence, especially with all the State regulations. Commissioner Mathieu also said that she would like to see the City stay independent and have their own well and Commissioner Underhill agreed. Mr. Grah stated he would continue to work on options and would exercise caution.

(3) Servicing Eastern Sierra Community Services District customers

Mr. Grah stated that the Tribe expects substantial growth and needs more waste water treatment capacity. Waste water from the tribe flows to the Eastern Sierra Community Services District plant which is near capacity. The City of Bishop could take on more flow from the District as the City has the capacity. There are a number of ways the City could physically accept more flow. Perhaps the best way would be a diversion structure east of town that could help both ESCSD and the City in case of an emergency. Any acceptance of additional flow, including the construction of a diversion structure, would only be done if it were beneficial to the City. The Master Plan should help determine this.

OLD BUSINESS:

(4) Draft opt out and buy in proposal for vacant properties

Mr. Grah presented a draft "proposal" for customers with vacant properties to opt-out of water and sewer service with the option of buying back in at a later time. The related analysis showed, however, it would take about 13 years for an opt out and buy in "customer" to break even. Many issues were discussed. Commissioner Mathieu feels there should be a more fair way to deal with customers that do not use the system. Perhaps give the customers a break on their bill. Mr. Grah said that is certainly something to strive for, but is it equitable and feasible to do that? It was decided that making an exception to the rule for what may be just one or two customers asking for relief for their vacant properties, doesn't seem prudent. The existing procedures for handling vacant properties are probably the optimum way to handle these properties. Commissioner Mathieu said she felt that the City needs to make policies and regulations covering all these issues. It was determined that we need to list what the current rules are, and if there are questions, then address them. Staff will document existing policies to be presented at the March 13 meeting.

(5) Update on Water and Sewer Master Plan

Mr. Dishion said that we continue to move forward verifying GPS and water and sewer information they need. They have found some deficiencies and Enplan and Nolte are working these out. Nolte plans to meet in Bishop (perhaps hold a workshop) to discuss the deficiencies and meet with City stake holders. Chairman Martin asked about the time frame and Mr. Grah said he would try to get the presentation by our next Water Sewer Meeting. Mr. Grah also said he would get more draft sections of the Master Plan out to the commissioners.

(6) Grease Interceptor Education

Mr. Dishion stated that Dave Mappus continues to work with owners and managers of restaurants. In the past 6 months there have been no significant grease issues. It is very difficult to try and get all restaurant owners together, but we will continue to meet with them individually to educate owners and staff. Commissioner Mathieu suggested presenting our grease-free education program on Channel 12. Mr. Dishion will follow up. It was also suggested we enclose our "Fat Free Sewers" pamphlet in our July water/sewer billing.

(7) Public Works Reports – November and December

Mr. Dishion highlighted the monthly reports. The City received approval from City Council to go out to bid for a portable back up generator to be used at the wells. Met with SCADA Technologies to discuss the possibility of a telemetry system for the City's water and wastewater facilities. Ordered a new flow recorder for Wastewater Treatment Plant. Located, marked in the field, and captured with GPS the 14 inch transmission line from Well 4 to City limits.

STAFF AND COMMISSION REPORTS:

Mr. Dishion stated that the City purchased a sewer cleaning truck. The bid was awarded to MME. Delivery will be in 180 days and the cost was \$176,000.

Agenda items for March 13, 2007 meeting:

- A. Select a committee to review RFP's for Well 3.
- B. Documentation of existing policies for water and sewer.
- C. Presentation by Nolte.

ADJOURNMENT

Chairman Martin adjourned the meeting at 8:50 P.M. The next regularly scheduled meeting will be Tuesday, March 13 at 7:00 P.M. in the City Council Chambers.

Clarence Martin, Chairman

Kathy Lehr, Secretary



CITY OF BISHOP

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760-873-8458 publicworks@ca-bishop.us

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DRAFT Water and Sewer Commission News Release **Putting Water and Sewer Fees to Work**

City of Bishop water is just about the very best in the world. It is part of what makes Bishop the great place it is. Bishop water and sewer fees are essential to ensure our water stays its very best and are essential to the safety of the city water and sewer systems.

The City of Bishop provides water for domestic use and provides sewage disposal to residents and businesses within the city limits. The wells, pipes, manholes, and treatment plants that provide these services have been constructed and operated since the City of Bishop was formed in 1903. Some parts of the water and sewer systems are almost as old as the city itself and many parts of the systems have exceeded their useful lives. At the same time, while the systems age they face ever more stringent health, fire, and environmental requirements.

City of Bishop water and sewer fees are set at the lowest level that will allow:

- Replacement of deteriorated pipes and facilities before they collapse
- Larger and more pipes and new hydrants so the fire department has enough water to fight fires
- The addition and operation of equipment required by new health and environmental requirements
- Other improvements that reduce the overall costs to operate the systems
- The maintenance of prudent cash reserves for emergencies

Water and sewer funds are kept completely separate from each other and are kept completely separate from other city funds. The city's water and sewer accounts are subject to independent audit each year.

In 2003 water and sewer accounts were almost out of money. Money was depleted because of increasing costs of the aging systems and because of the high cost to meet state and federal health and environmental requirements. To avoid financial crisis, the city adopted a series of rate increases starting in 2004. The rate increases allow needed basic maintenance and operation of the systems to continue while avoiding serious financial crisis in the event of an expensive breakdown. In addition, the increases make the city eligible for more state and federal grants to pay for needed system improvements. Finally, where grant funding is not available, the increases allow for city-funded replacement and improvement projects. Projects complete so far include the following major projects and purchases:

- **Well 2 Improvements** – Changed well motor and controls to make production well more dependable and to reduce the cost of operating the well. \$88,000.
- **Well 1 Improvements** – Repaired motor, improved controls, and attempted to correct high fluoride in standby well. \$134,000.
- **Well 2 Loop** – Constructed new water main loop to Sierra Street to improve fire flows and efficiency. \$27,000.
- **Water and Sewer Master Plan** – Comprehensive analysis of water and sewer systems to identify deficiencies, identify grant opportunities, and plan long term improvements. \$183,500.
- **Sewer Cleaner Truck** – Replacement for 1950's vintage truck for clearing plugged sewers. \$177,000
- **Future Projects** – Many more needed projects are planned over the next 20 years.

A series of two public meetings and one public hearing will be held to discuss the last of the rate increases scheduled to go into effect 1 July 2007. The Bishop Water and Sewer Commission will hold the two public meetings, each at 7:00 pm in the Bishop City Council Chambers at 301 West Line Street, on 20 March and 24 April. The Bishop City Council will hold the public hearing in the Council Chambers at their regular meeting at 7:30 11 June 2007.

Starting in July a single family residence in Bishop will pay a \$52 per month flat rate (\$32 water and \$20 sewer). For comparison, water and sewer rates for other communities are listed below.

Community	Basis	Water	Sewer	Total
Mammoth	Meter	\$22	\$17	\$39
June Lake	Meter	\$24	\$21	\$45
Highlands	Flat	\$30	\$17	\$47
Indian Creek	Flat	\$30	\$22	\$52
Bishop	Flat	\$30	\$22	\$52
Alturas	Meter	Combined	Combined	\$53
Tehachapi	Meter	Combined	Combined	\$66
Wilkerson	Flat	Combined	Combined	\$70

It is important to note some of the communities with lower rates report they are almost out of money, much as Bishop was in 2003, and are considering rate increases. In some cases the situation is serious enough that one-time fees over \$1,000 per residence will be required. Also, the rates for metered communities are based on much lower water consumption than is common in the City of Bishop. If these metered communities used water at the rate Bishop does, actual payments would be higher.

The City of Bishop Water and Sewer Commission advises the city on all water and sewer matters. In addition to the two public meetings scheduled in March and April, the five

member citizen commission meets regularly in the Bishop City Council Chamber at 7 pm the second Tuesday of odd-numbered months. Public involvement is always welcomed. Information is also available on the City of Bishop web site.

For more information contact City of Bishop Public Works at 760-873-8458 or publicworks@ca-bishop.us.



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PUBLIC WORKS REPORT JANUARY 2007

WATER

1. Repaired water leaks at the following locations:
 - 6" Cast Iron main under South Second Street
 - 4" Cast Iron main under Johnston Drive.
 - 2" Galvanized main under North Second Street.
2. Replaced failed 5/8" Copper water service at 482 Clarke Street.
3. Installed a new 3/4" water service at 636 Keough Street.
4. Met with Representative from SCADA Technologies to diagnose deficiencies and problems with the current Telemetry and Alarm systems.
5. Removed 17 large Arizona Cypress trees along the South side of the Intake at Well 4.
The wood from the trees was donated to IMACA.
6. Performed grounds maintenance at Well 2.
7. Took routine water samples from Wells and Distribution System.
8. Took monthly readings of all water meters.
9. Advertised and opened bids for a Portable Back up Generator to serve Wells 2 and 4.
This generator will also have the ability to serve the Waste Water Treatment Plant.
10. Continued with the Water Master Plan efforts.



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SEWER

1. Cleaned plugged sewers at the following locations:

The intersection of Willow and Moffett Streets.

The 600 block of West Elm Street.

2. Inspected the construction of new sewer laterals at the Hospital and The Willow Street Plaza Project.
3. Performed annual maintenance to the Boiler at the Waste Water Treatment Plant.
4. Replaced a failed Electric Motor at the Johnston Drive Lift Station.
5. Installed a new Flow Recorder at the Head Works of the Waste Water Treatment Plant.
6. Evaluated 36 manholes for Nolte as part of the ongoing Sewer Master Plan.
7. Made routine inspections of Grease Interceptors. While these inspections were performed Dave Mappus handed out educational literature to owners of the interceptors.
8. Irrigated the 40 acre Pasture south of the Sewer Ponds.

STREETS

1. Swept all City streets and alleys.
2. Began annual Crack Sealing Operations.
3. Replaced damaged Wheel Stop in the City Parking Lot behind BBQ Bills.
4. Patched Potholes on various streets.



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5. Removed five trees at the east end of Yaney Street. The trees were leaning into the Street and becoming a safety issue.
6. Boyd Fence installed a safety rail in front of the Trophy Shop on Home Street.
7. Repaired and or replaced various Street Signs.
8. Evaluated all City Streets to prioritize a list of future Street Improvements for funding.
9. Spread cinders on various city streets after snow storm.

MISCELLANEOUS

1. Made minor repairs and performed maintenance to Heavy Equipment and Trucks.
2. Continued with the GIS efforts.
3. Cleaned trash and debris from Shop planters.
4. Attended monthly Local Transportation Meeting.



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PUBLIC WORKS REPORT

February 2007

WATER

1. Constructed a 2" Water Service and installed Water Meter at the Willow Plaza Apartments.
2. Installed a Water Meter at Our Water Works car wash for informational purposes.
3. Installed a Valve Box at 192 East Line Street.
4. Made inspections of construction of new 10" Water Main at the Northern Inyo Hospital. This line completed the loop between the Hospital and the Pine Street School.
5. Took routine water samples from Wells and Distribution System.
6. Continued with the Water Master Plan efforts.
7. Took monthly readings of all water meters.
8. Inspected installation of a new Fire Hydrant at the intersection of North Third and Willow Streets.
9. Performed grounds maintenance at Wells 2 and 4.

SEWER

1. Cleaned plugged sewers at the following locations:

The intersection of West Elm and Hobson Streets.

In Ford Alley at South Third Street.



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The 700 block of West Elm Street.

The intersection of South Third and Clarke Streets.

2. Inspected construction of new sewer laterals at the Willow Plaza Apartments and Northern Inyo Hospital.
3. Made routine inspections of Grease Interceptors.
4. Cleaned the Electrodes in the tank at the Johnston Drive Lift Station.
5. Assisted Rollins Electric with minor electrical repairs at the Waste Water Treatment Plant.
6. Cleaned Grit Drying Beds.
7. Irrigated the 40 acre Pasture south of the Sewer Ponds.
8. Completed several more Manhole Investigations as part of the Master Plan.

STREETS

1. Swept all City streets and alleys.
2. Completed annual Crack Sealing Operations.
3. Repaired and or replaced various Street Signs.
4. Patched Potholes on various streets.
5. Attended Local Transportation Commission meeting.
6. Removed fallen tree limbs from City streets and sidewalks after heavy winds.

MISCELLANEOUS

1. Made minor repairs and performed maintenance to Heavy Equipment and Trucks.



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2. Continued with the GIS efforts.
3. Cleaned trash and debris from Shop planters.
4. Assisted IMACA (Inyo Mono Advocates for Community Action) by locating several
Water leaks under one of their properties.