

City of Bishop

WATER AND SEWER COMMISSION AGENDA

Date: November 14, 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 September 11, 2007 subject for approval.

NEW BUSINESS

- (2) Discussion relating to being able to shut off water to residential delinquent customers.

OLD BUSINESS

- (3) Multi-family facilities qualifying for low income rates (continued)
- (4) Master Plan Update
- (5) Rate Structure
- (6) Progress on Well 3
- (7) Water and Sewer charges for Hospital
- (8) Public Works Report for September and October

STAFF AND COMMISSION REPORTS

ADJOURNMENT: The next regularly scheduled meeting will be January 8, 2008 at 7:00 P.M. in the City Council Chambers, 301 West Line Street, Bishop.



CITY OF BISHOP

377 West Line Street - Bishop, California 93514
Post Office Box 1236 - Bishop, California 93515
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MINUTES

Water and Sewer Commission
September 11, 2007

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 Chairman Martin

COMMISSISONERS PRESENT:

Martin, Cross and Underhill

COMMISSIONERS ABSENT:

Mathieu and Bhakta

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.

There was no public comment.

CORRESPONDENCE: Letter from Judy Northrup, Elm Tree Trailer Park – to be discussed in “New Business” under Item 3.

(1) APPROVAL OF THE MINUTES:

MOTION:

Vice Chairman Cross moved to approve the minutes of the July 10, 2007 meeting as written.

MOTION CARRIED

NEW BUSINESS:

(2) Report on meter reading placed on Wash Tub, Sierra Suds and Our Water Works.

Mr. Dishion stated that a meter had been installed at the Wash Tub on July 18. To date, (9/11/07) the reading is 135,300 gallons (averaging 2,460/day). A meter was installed at Sierra Suds on July 19 and the reading to date (9/11/07) is 187,050 (averaging 3,340/day). However the Wash Tub has been doing some remodeling and the usage has not been consistent – some days there would be no usage. The meter at Our Water Works Car Wash has been in for about 6 months and averages 3,058 gal/day. Chairman Martin asked how that compares to Single Family Residential. Mr. Dishion said that right now if you averaged a single family residence for Bishop in general, it would be 804 gallons per day per SFRUE. The Wash Tub pays \$1164/mo (22.4 SFRUE). Sierra Suds pays \$874/mo (16.8 SFRUE). They pay 80% of a SFRUE per washer. Our Water Works is averaging pretty much the same usage as Sierra Suds. They are paying \$141/mo (or 2.71 SFRUE). Chairman Martin asked if they are being overcharged? Commissioner Cross said that the Laundromats are being charged a lot more than the car wash and not using as much water. Mr. Dishion said that the theory on the car wash was that they were supposed to be recycling water, but have not been doing that. Also the heavy detergent used in Laundromats weighs heavy on the sewer side. Mr. Grah said the carwash wastes into the sewer would be similar. He also said that it appears laundromats may be paying more than their share under the current fee structure. An adjustment would have to be made to the structure if we wanted to change that. At the same time changes to the existing rates are considered, it might be appropriate to establish a meter option in the structure. Discussion at this meeting, the last meeting, previous meetings, and about letters received for this meeting and prior meetings a meter option would seem to have a lot of advantages where there are questions about fairness.

Chairman Martin asked if Staff had started looking into what might be done if a person does want to change over to meters. Mr. Grah said that they had talked to Nolte and they have laid some of the ground work. It actually comes down to policies and for the most part the City is ready. He said that maybe the time to make the change would be during the fee adjustment process leading up to the next fiscal year.

(3) Discussion relating to multi-family facilities qualifying for low income rates

Mr. Grah said that this relates to the Elm Tree Trailer Park (actually owned by LADWP and consisting of 2 parcels). Judy Northurp owner of the business sent the letter you have before you. Mr. Grah said that he had several conversations with her and she had hoped to be here tonight, but had a scheduling conflict that prevented her. In an earlier conversation she had said that the majority of her tenants do qualify as low income and feels she should qualify for that discount and be charged that way. Mr. Grah talked to her again today and she still feels she

should get that discount but also has a different approach. She feels that since her trailers in the park are small (average 240 sq. ft.) they should be placed under “rental unit” rather than “multi family residence” in the fee structure. Mr. Grah said that Multi family residents are charged 0.8 SFRUE (\$41.60/mo) and hotels are charged \$13.00/mo. He said each approach has its difficulties. To establish that her renters initially meet, and to verify they continue to meet through time, the City's low income senior guidelines for a discount could be quite labor intensive and, in addition, would require a change of policy. For the other approach, it is hard to argue that even small trailers surrounded with landscaping would be more like hotel rooms than other multi-family residences. Because of the number of trailers and other multifamily residences in the city, considering changing billing at one park could “open up a can of worms”. Here again meters could be an option.

Commissioner Cross said that he sees the issue is the eligibility for senior discount, not so much water usage.

Mr. Grah said that the City's policy states that you have to be a senior (65 years or older) and low income (\$19,000 occupant). Commissioner Cross said that she is running a business here and what she is proposing doesn't seem to work as far as he is concerned. It doesn't mean that there may not be a solution to address these situations. The cost of water and sewer appear to be less than 10% of the rent at the park and these are essential services. Mr. Grah suggested that we respond to Ms. Northorp stating that we have discussed her concerns at our meeting tonight and had a hard time supporting her proposal and invite her to our next meeting. Martin said she has two issues: (1) Limited income renters, and (2) She feels she is being overcharged. The SFRUE can be corrected by putting in a meter, but doesn't correct the low income senior discount. Commissioner Cross says she seems to feel she is being overcharge and can't pass the increase on to her tenants. Mr. Grah said that in the next fiscal year we seem to be talking about some important changes to the fee structure so we would have time to think about some of these issues. Commissioner Cross said it needs to be stressed that things cannot be changed overnight and it takes time to make it as equitable as possible for everyone. Chairman Martin says this request has a number of implications including potentially shifting the financial burden more toward single family and away from multi-family and commercial.

Chairman Martin stated that meters would take a lot of staff time and expense. However, Mr. Grah said that meters increase fairness and water conservation. Meters would seem to be a step in the right direction in the longer term. Chairman Martin said that meters are coming in the future and can't see us going indefinitely without a meter system mandated by the state or federal government. The more we do now will help us later.

Mr. Grah said he will write a letter to Judy Northrup stating that we don't have an answer right now and we want to explore the options and invite her to our next meeting.

OLD BUSINESS

- (4) Rate Study – Cost to hire a consultant

Mr. Grah stated that when the rate increase went into effect, the City Council requested a rate review in 2008. At that time, the cost to do the rate study was \$83,000. We had understood that Nolte thought that they could do a rate study for about \$20,000 and RCAC said that they could do a free rate analysis. The City of Bishop estimates about 80 hours at \$6,000; however had recommended the study be completed by a consultant. Our discussion last time we agreed if we could get a consultant to do it for less than \$15,000 we would go ahead. We received a proposal from Nolte for over \$30,000. Since the study does not need to be completed until "2008" it would seem we are in no rush to complete the study and have the time to ensure how we proceed is appropriate. He does not feel comfortable spending \$30,000 at this time. We will defer this issue for a meeting or two and should be able to take advantage of the Master Plans being complete in that timeframe.

Martin suggested we could take what RCAC has put together and lessen staff time or turn over to Nolte to "fill in the blanks". We have been working with RCAC and they should have a rate study completed before our next meeting.

Commissioner Cross said that if we are considering a meter system we might want to incorporate that into the rate study and make the scope a lot bigger. Better to hold off on the rate study than do it and not have it be what you want it to be. Commissioners agreed to defer it for awhile.

(5) SCE 2006-2007 billing comparison

Mr. Dishion reported that with the new SCE rate structure there has been a savings of \$18,000 since January on both production wells. He stated that when variable speed drive and premium efficiency motors were installed, KWH usage reduced by an average of 39%. We plan to inspect, clean and replace motors at the wells and look at timing for the wells. This should all increase efficiency. The main well is controlled by water level.

(6) Public Works Reports for July and August

Mr. Dishion highlighted the reports for July and August. Commissioner Cross asked about the Master Plans. Mr. Grah said that they are near completion. Expect them to be completed by our next meeting.

- * Lead and Copper tests – all twenty were non-detect in lead.
- * Constructed 2 new manholes.
- * Installed several new water services.
- * Repaired broken sewer main under Bishop Creek Canal – with the help of DWP problem was fixed relatively quickly with nothing entering the canal.
- * Installed 2 one-way check valves.

Mr. Dishion also stated that our sewer cleaning truck should be here by the end of the month.

STAFF AND COMMISSION REPORTS:

Mr. Grah reported that Well 3 environmental field work will be done this week. The environmental document for the test well and RFP will be out in the next few weeks for the test well.

The pre-application for Proposition 84 and USDA submitted for Well 3 – possible grants or low interest loans.

Also submitted pre-application for Proposition 84 and USDA for interconnection with Indian Creek. Indian Creek's water is not chlorinated so we may not be able to co-mingle water. However they need storage and the City may be able to offer to lease a site for storage. Well 4 is Chlorinated and Commissioner Cross said that chlorination is based on number of connections.

The tribe has release an RFP to design sewer connection options to the City of Bishop system.

He will be attending ESCSD Board meeting on Wednesday.

Items to be discussed at November 13, 2007 meeting:

1. Multi-family facilities qualifying for low income rates
2. Master Plan Update
3. Rate Structure
4. Progress on Well 3
5. Meters

ADJOURNMENT:

Chairman Martin adjourned the meeting at 8:40 P.M. The next regularly scheduled meeting will be Tuesday, November 13, 2007 at 7:00 P.M. in the City Council Chambers.

Clarence Martin, Chairman

Kathy Lehr, Secretary



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PUBLIC WORKS REPORT

September 2007

WATER

1. Performed Bi-annual inspection and cleaning of 1 Million Gallon Water Storage Tank. Some minor repairs were also made at that time. Work was performed by Aquatic Inspections. The State Department of Health Services mandates this be done every 2 years.
2. Repainted all fire hydrants.
3. Took monthly readings of all water meters.
4. Took routine Bacteria Samples.
5. Performed grounds maintenance at Wells 2 and 4.
6. Made repairs to perimeter fence at Water Storage Tank site.
7. Constructed new chain link fence around expanded Well 2 site.
8. Installed 3 new valve boxes on the west side of Chamberlain Street.
9. Continued to work with RCAC on the Water Rate Analysis.

SEWER

1. Took delivery and received training on the new Vaccon sewer cleaning truck.
2. Cleaned plugged sewers at the following locations:
 - 236 Willow Street
 - The intersection of Third and Clarke Streets
3. Cleaned Grit and Sludge Drying Beds.
4. Irrigated the 40 acre pasture south of the Sewer Ponds.
5. Made routine inspections of Grease interceptors.

6. Operated the Diversion Structure for 15 days.
7. Serviced electric motors in the aerators on Ponds 1 and 3.
8. Performed yearly maintenance on all electric motors at the Wastewater Treatment Facility.
9. Backfilled around Head Gates on the ditch system at Sewer Pond Pasture.

STREETS

1. Opened bids and awarded a contract to Sierra Nevada Construction for the Mac Iver Street Improvements Project.
2. Added shoulder backing to all city streets that do not have curbs.
3. Repaired and or replaced various street signs.
4. Patched Potholes on various streets.
5. Swept all city streets and alleys
6. Provided Weed control on city streets and alleys.
7. Imported DG from Sunland DG Pit to the Fowler Pit.
8. Trimmed trees that conflicted with street signs and line of sight at intersections.

MISCELLANEOUS

1. Assisted the Parks Department with removal of stumps in front of City Hall.
2. Cleaned trash and debris from Shop planters.
3. Hauled off trash and debris from the Fowler Street trash pit.
4. Made minor repairs and performed maintenance to light trucks and heavy equipment.
5. Steam cleaned all heavy equipment.
6. Provided weekly Tailgate Safety meetings for Public Works Crew.
7. Remodeled one room in the Public Works Shop into a Women's Locker room.



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PUBLIC WORKS REPORT

October 2007

WATER

1. Assisted California Department of Health Services in their Annual Inspection of all City of Bishop Water Facilities.
2. Repaired leaking water service on MacIver Street.
3. Repaired 3/4" water service on Line Street at the Post Office.
4. Took monthly readings of all water meters.
5. Took routine Bacteria Samples.
6. Performed grounds maintenance at Wells 2 and 4.
7. Replaced failed water service and installed new valve box at 163 South Third Street.
8. Made minor corrections to Alarm system at the Water Storage Tank.

SEWER

1. Cleaned approximately 15,000 feet of sewer main with the new Vac-con sewer cleaning truck.
2. Cleaned plugged sewers at the following locations:
 - The intersection of West Elm and Hobson Streets
 - The intersection of South Second and Clarke Streets
3. Cleaned Grit and Sludge Drying Beds.
4. Irrigated the 40-acre pasture south of the Sewer Ponds.
5. Made routine inspections of grease interceptors.
6. Lowered four sewer laterals on MacIver Street to accommodate new storm drain.

7. Began Electronic Reporting of Sanitary Sewer Overflows to the State Water Resources Control Board. For October we reported no spills.
8. Participated in a Sewer TV Camera demonstration presented by Aries.

STREETS

1. Sierra Nevada Construction began work on the MacIver Street Improvement Project.
2. Added shoulder backing to all city streets that do not have curbs.
3. Repaired and or replaced various street signs.
4. Patched potholes on various streets.
5. Began annual Fall street sweeping program.
6. Trimmed trees in alleys to provide better clearance for fire trucks.
7. Imported DG from Sunland DG Pit to the Fowler Pit.
8. Trimmed trees that conflicted with street signs and line of sight at intersections.
9. Cleaned Drop Inlets and Interceptors with new Vac-con truck.
10. Provided inspections to construction on the MacIver Street project.

MISCELLANEOUS.

1. Assisted the Bishop Fire Department with traffic control and cleanup related to the Oil Spill on Hanby and Spruce Streets.
2. Cleaned trash and debris from Shop planters.
3. Hauled off trash and debris from the Fowler Street trash pit.
4. Made minor repairs and performed maintenance to light trucks and heavy equipment.
5. Steam cleaned all heavy equipment.
6. Provided weekly Tailgate Safety meetings for Public Works Crew.