

# **City of Bishop**

## **WATER AND SEWER COMMISSION AGENDA**

Date: January 8, 2008  
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 13, 2007 subject for approval.

### **NEW BUSINESS**

- (2) Request by a commissioner to meet every 3 months instead of every 2 months.
- (3) Request by a commissioner to start meeting at 6:30 PM instead of 7 PM and last no longer than 90 minutes.
- (4) Request by a commissioner to have more information available to them ahead of time on items to be discussed at meeting.
- (5) Discussion on possible new billing system.

### **OLD BUSINESS**

- (6) Master Plan Update
- (7) Progress on Well 3
- (8) Public Works Report for November and December

### **STAFF AND COMMISSION REPORTS**

**ADJOURNMENT:** The next regularly scheduled meeting will be March 11, 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  
760-873-8458 publicworks@ca-bishop.us  
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## MINUTES

Water and Sewer Commission  
November 14, 2007

### CALL TO ORDER:

Chairman Martin called the meeting to order at 7:00 P.M.

### PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Chairman Martin

### COMMISSISONERS PRESENT:

Martin, Cross, Mathieu, Bhakta and Underhill

### COMMISSIONERS ABSENT:

### 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.

### (1) APPROVAL OF THE MINUTES:

### MOTION:

Vice Chairman Cross moved to approve the minutes of the September 11, 2007 meeting as written.

### MOTION CARRIED

## NEW BUSINESS:

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

Mr. Grah stated that we do have a number of problems with delinquent accounts both residential and commercial. Our municipal code allows the City to turn water off to commercial accounts, (which is very effective) however it is “silent” on residential accounts. This doesn’t mean that it can’t be done, but we have avoided it in the past. Residential accounts are different than commercial. It’s not a business concern, its people’s lives and families we are talking about, so we try to take other approaches. There is a fair amount of administrative costs involved in handling delinquent accounts. At present we take customers to small claims court. It is expensive going through all the procedures and filings and it’s actually not that effective. Should we take other approaches? Mr. Grah asked for feed back – Should we try to allow for shut off of residential properties? Recently we have started putting a lien on delinquent (3 months in arrears) property. It is less expensive and less time consuming than small claims and so far seems to be more effective. Mr. Grah asked if we want to expand on the ability to shut water off to residential accounts.

Chairman Martin said that if customers don’t make an attempt to pay, we should be able to shut off their water. He doesn’t think that residential customers should be any different than commercial accounts. The City of Los Angeles shuts water and electricity off and charges to turn them back on. Commissioner Cross suggested that we start with the lien and then go to more stringent tactics (like turning off water) later. Chairman Martin said that he feels we should first be shutting water off and the more extreme measure would be putting a lien on the property. Commissioner Mathieu said that she thinks it is a safety or health issue that water can’t be turned off. Commissioner Cross said there are rules and regulations as to how to go about shutting off water and we should talk to Peter Tracy for procedures. Commissioner Bhakta agreed with Chairman Martin that water should be turned off and customer should be charged to have it turned back on. This is an effective way to get people to pay. Mr. Grah said that he didn’t think that we would pursue the “shut off” as the liens were working fairly well, but this has been a good discussion and now feels we ought to try and get the wording into the code so we at least have that option. We can explore the legal avenues. Commissioner Cross said he felt that the City should have the option to be able to turn the water off.

Mr. Grah suggested a news release informing customers (1) of the relatively new policy that accounts should be in owner’s name, (2) water can be shut off to delinquent commercial accounts and (3) a lien can be placed on delinquent residential accounts. By next fiscal year, if we are in a position, have a new policy stating that we can shut off water to delinquent residential accounts.

## OLD BUSINES

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

Mr. Grah said that this relates to the Elm Tree Trailer Park. Since the last meeting he talked to Judy Northrup, owner, and her conclusion was that she would like to have a meter installed and

be billed accordingly. He agreed that for fairness, a meter is the solution. As far as a discount for low income designation in multi family facilities, he had a lot of reservation on how that would work -how it could be administered, how you keep tract, etc. He just doesn't see it working. He would encourage people to move to meters if they want to. Mr. Grah said that the City Council is pretty skeptical on the idea of meters. Right now we don't have the fee structure or the accounting system in place. Hopefully by July 1, 2008 we will have the ability to charge by meters.

#### (4) Master Plan Update

Mr. Grah said that the Master Plans are approaching completion. We have the final, final draft for water and should have the final draft for sewer soon.

#### (5) Rate Structure

Meters - Mr. Grah said that he had advised the City Council that the Water and Sewer Commission has discussed at their meetings the consideration of water meters. He said that the reaction was that they were against meters, but he doesn't think that it is a dead issue. He suggested that perhaps starting with a pilot program for residential users. The City could install meters at the request of the customer. Sewer charges would follow water.

He distributed information on the 2006 California Water Charge Survey - A good document with a lot of good information. It could be an important basis for a lot of what we do:

- A. Set base rate at 25% of total bill –SFRUE rate
- B. Set usage rate at 75% for average usage
- C. Do something similar for commercial
- D. Issues: Usage goes down (income goes down)
  - Cost for install meters
  - Cost to read meter
  - Increased workload
  - Cost to update billing system

Mr. Grah said he still feels a pilot program would be a good place to start.

Chairman Martin asked if we charge for fire service and commercial property with sprinkler systems. Commercial fire services require a bigger part on the City as far as infrastructure. We don't charge accordingly, but Mr. Grah said it was a good point and something to look into in the future.

Grease – There is still a large problem with grease in our sewer lines, mostly coming from commercial areas (restaurants). This causes sewer plugs and overflows. With our new sewer truck and camera demos, it is underlined again that it's a problem. He suggested having some sort of charge for anyone found dumping grease down our sewers. With the new sewer truck, we are in a position to track where the grease comes from. As a state requirement, we are looking into a joint purchase of a sewer camera with ESCSD. Chairman Martin said he feels we should go after the people that are dumping the grease. Mr. Dishion said that maybe we can add "teeth" to our interceptor program or make some sort of policy changes to charge for dumping

grease; making sure they have the proper size of interceptor for the business, and that they maintain it. Commissioner Mathieu asked if there is a way to regulate the interceptors and Mr. Grah said we would like to explore that possibility.

Mr. Grah said that the City Council will have a retreat in January and will discuss the rate study for 2008 and this may be something that could be brought up at that time. He asked if any or all commissioners would like to participate.

(6) Well 3 update

We have gone out to bid for the test well which will include: (1) making sure we have water of good quality (2) receive data for design of well and (3) conclude that we can use the test well for a monitoring well later. The RFP closes on November 16. Mr. Grah said that we have budgeted \$75,000 for the test well; however the feed back has been several \$100,000. We will need to select a consultant again and would like to have a commissioner on the panel. Chairman Martin volunteered and Commissioner Mathieu said she would like to be included. We are also seeking USDA and State grants and loans for the construction of the well. We are not in a position to put the well in any time soon.

Mr. Grah met with the Indian Creek Water District and they were pretty cool about us connecting to their system. We chlorinate our system and they do not. We may be able to get a waiver from the State to operate Well 1. We do have contaminants in Well 1. The Fluoride is in the 2-3 (parts per million) range, which is at State level and below Federal level. Arsenic is elevated. It is in the 6-10 (parts per million) level. Level 10 is maximum for both State and Federal. Well 1 would not be long term, but we can use it to “buy” time and save money until we can install Well 3. Commissioner Cross said that he didn’t feel arsenic was a problem, but that fluoride would be the issue, at least it was in Mammoth. However, you are not adding anything to the water – it is in the natural form. Mr. Grah asked what sort of public outreach could we do and Chairman Martin suggested a Public Hearing to inform customers. Commissioner Cross feels we should try using Well 1. It would be mostly for commercial users (located behind the Police Department). We should continue to pursue getting a waiver and use Well 1 until Well 3 is installed.

(7) Water and Sewer charges for Hospital

Mr. Grah stated that the Hospital pays \$10.67 a month per bed for water, which is 1/3 SFRUE per bed. We are realizing that over the past 10 years we have never taken into account all the new modular buildings on the hospital property. It seems fair and right to charge these buildings, as we do other commercial building, by toilet. This could be a large increase to their water bill. We actually need to do an inventory and bill the hospital by bed and all other buildings by toilet. It was agreed this would be fair.

(4) Public Works Reports for September and October

Mr. Dishion highlighted the reports for September and October.

- \* Inspection and cleaning of our water storage tank
- \* RCAC has contact us that the Water Rate Analysis is complete
- \* Took delivery of our new VacCon sewer cleaning truck
- \* Received a good inspection report from DHC annual inspection of water facilities
- \* Corrected alarm system problems
- \* Cleaned approximately 15,000 feet of sewer main with new sewer cleaning truck
- \* Participated in a sewer TV camera demonstration by Aries. Mammoth will video our sewer lines on our new street projects

#### STAFF AND COMMISSION REPORTS:

Mr. Grah reported that he had attended the Indian Creek Water Board Meeting and they seemed a little “cool” to the idea of us tying into their system – the chlorine is the issue.

We are looking into a joint sewer camera purchase with ESCSD.

We have 6,000 feet of new street projects and have already determined that 4 of the 5 streets need water line replacements, which will need to be done on the schedule of the streets.

#### ADJOURNMENT:

Chairman Martin adjourned the meeting at 8:25 P.M. The next regularly scheduled meeting will be Tuesday, January 8, 2008 at 7:00 P.M. in the City Council Chambers.

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Clarence Martin, Chairman

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Kathy Lehr, Secretary

## David Grah

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**From:** Kathy Lehr, Public Works [KathyLehr@ca-bishop.us]  
**Sent:** Tuesday, November 27, 2007 9:09 AM  
**To:** dave grah; Deston Dishion  
**Subject:** Fw: Agenda for 01/08/08

----- Original Message -----

From: "harry bhakta" <harrypbhakta@yahoo.com>  
To: "Public Works Kathy Lehr" <KathyLehr@ca-bishop.us>  
Sent: Tuesday, November 27, 2007 9:01 AM  
Subject: Agenda for 01/08/08

> Good Moorning Kathy:  
>  
> If it is possible to have this item for January  
> meeting, also, I wll be absent for this meeting.  
>  
> 1.) Commissioner should meet every three (3) months  
> instead of two (2) months.  
>  
> 2.) The meeting should start at 6:30 p.m. or 18:50  
> hours, and over in 90 minutes.  
>  
> 3.) Any new item for discussion should be available  
> ahead of time, to conduct a research. example Who is  
> a liable for water bill, tenant or landlord.  
> Delinquent account what type of action to take.  
>  
> The above 3 points to be under new business.  
>  
> Thank you, if you have any question please do not  
> hesitate in calling me.  
>  
> Harry Bhakta  
>  
>  
>  
>  
>

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## **PUBLIC WORKS REPORT**

November 2007

### **WATER**

1. Installed new Fire Hydrant at the intersection of North Fowler and West Line Streets. The existing Hydrant was damaged beyond repair by a truck..
2. Installed a Valve Box at 555 West Yaney Street.
3. Installed two 1" water services on the Mac Iver Street extension for future irrigation purposes..
4. Took monthly readings of all water meters.
5. Took routine Bacteria Samples.
6. Performed grounds maintenance at Wells 2 and 4.
7. Reviewed the Final Draft of the Water Master Plan.
8. Began the process of selecting a consultant to perform the task of developing a Test Well at the Well 3 site.
9. Completed construction of 8" Water Main on Mac Iver Street.

### **SEWER**

1. Cleaned plugged sewers at the following locations:
  - The intersection of West Elm and Schley Street
  - The 600 block of Hobson Street.
2. Cleaned sewer mains under streets that have road improvement projects scheduled.
  - South Second, West Pine, North Third, Short, and Sneed.
3. Irrigated the 40 acre Pasture south of the Sewer Ponds.
4. Made routine inspections of Grease interceptors.

5. Participated in two Sewer TV camera demos. The first by Cues and the second was by 3T Equipment.
6. Generated a No Spill Certification for the State and reported the same.
7. Provided sewer cleaning services for the Eastern Sierra Community Service District.

## **STREETS**

1. Sierra Nevada Construction continued to work on the Mac Iver Street Improvement Project.
2. Installed Thermo Plastic Stops and Bars at various intersections.
3. Repaired and or replaced various Street Signs.
4. Patched Potholes on various streets.
5. Continued annual Fall street sweeping program.
6. Trimmed trees that conflicted with Street Signs and Line of Sight at intersections.
7. Cleaned Drop Inlets and Interceptors with new Vac-con truck.
8. Provided inspections to construction on the Mac Iver Street project.

## **MISCELLANEOUS.**

1. Assisted the City Park by saw cutting concrete and removal of concrete.
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. Attended Defensive Driving class.
6. Provided weekly Tailgate Safety meetings for Public Works Crew.



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## **PUBLIC WORKS REPORT**

December 2007

### **WATER**

1. Installed new Fire Hydrant at the intersection of North Fowler and West Line Streets. The existing Hydrant was damaged beyond repair by a truck..
2. Installed Valve Boxes at the following locations:
  - 686 Hammond Street
  - 387 North Warren
  - 137 South Street
3. Removed and replaced failed Curb Stop valve at 137 South Street.
4. Installed a new 3/4" water service 715 West Line Street. Existing 5/8 water service failed.
5. Installed two 3/4" water services and stubbed them to the back of Right of Way for future use on the Mac Iver Street Extension.
6. Removed damaged Fire Hydrant on Southeast corner of West Line Street and Fowler Street.
7. Exposed and raised two main line valves on Fowler and Warren Streets.
8. Replaced a failing curb stop valve at 287 Sneed Street.
9. Inspected and cleaned Well Houses.
10. Burned debris pile at Well 4.
11. Took monthly readings of all water meters.
12. Took routine Bacteria Samples.

### **SEWER**

1. Cleaned plugged sewer at the intersection of West Yaney and Chamberlain Streets.

2. With the assistance of Cues and their Sewer Camera we exposed a buried manhole on the west bank of the Bishop Creek Canal.
3. Irrigated the 40 acre Pasture south of the Sewer Ponds.
4. Made routine inspections of Grease interceptors.
5. Generated a No Spill Certification for the State and reported the same.
6. Performed routine Main Line cleaning in trouble areas.
7. Used excess dirt from the Mac Iver Street Project to construct maintenance roads on the 40 acre pasture.
8. Made minor adjustments to Flights in clarifier.

## **STREETS**

1. Sierra Nevada Construction completed work on the Mac Iver Street Improvement Project for the winter.
2. Installed Thermo Plastic Stops and Bars at the intersection of Mac Iver and Spruce Streets.
3. Repaired and or replaced various Street Signs.
4. Patched Potholes on various streets.
5. Completed annual Fall street sweeping program.
6. Provided inspections to construction on the Mac Iver Street project.
7. Replaced two temporary Cold Mix patches with permanent AC patch.

## **MISCELLANEOUS.**

1. Replaced old wood barrel trashcans on Main Street with concrete ones.
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. Assisted the Bishop Chamber of Commerce by providing traffic control for the Annual Christmas Parade.
6. Installed new seat in one of the Bishop Police squad cars.