

City of Bishop

WATER AND SEWER COMMISSION AGENDA

Date: March 11, 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 January 8, 2008 subject for approval.

NEW BUSINESS

- (2) City Council Retreat – discussion regarding rate study
- (3) Hospital water and sewer billing

OLD BUSINESS

- (4) Continued discussion on possible new billing system
- (5) Master Plan Update
- (6) Progress on Well 3
- (7) Public Works Report for January and February

STAFF AND COMMISSION REPORTS

- (8) NEWS RELEASES:

Commercial Water Account Review
Grease and Floss Cause Sewer Problems
Bishop Tests the Waters for a Well

ADJOURNMENT: The next regularly scheduled meeting will be May 13, 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
www.ca-bishop.us

MINUTES

Water and Sewer Commission
January 8, 2008

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Vice Chairman Cross

COMMISSISONERS PRESENT:

Martin, Cross, Mathieu and Underhill

COMMISSIONERS ABSENT:

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.

(1) APPROVAL OF THE MINUTES:

MOTION:

Commissioner Underhill moved to approve the minutes of the November 14, 2007 meeting as written.

MOTION CARRIED

NEW BUSINESS:

- (2) Request by a Commissioner to meet every 3 months instead of every 2 months.

Chairman Martin stated that Commissioner Bhakta has requested that the Water and Sewer Commission meet every 3 months. Chairman Martin said that he felt that at times even meeting every other month is not really enough. Commissioner Cross felt the same way and thought we should keep it as it is and meet every other month. Mr. Grah stated that any schedule changes would have to be brought up before the City Council as well.

MOTION:

Chairman Martin moved to keep the meetings every other month.

MOTION CARRIED.

- (3) Request by a Commissioner to start meeting at 6:30 instead of 7 PM and last no longer than 90 minutes.

Commissioner Underhill asked about having the meetings start earlier – 5:00 or 5:30. After discussion, the commissioners felt 7 PM would probably be best for everyone. Mr. Grah stated that any changes would have to be brought up before the City Council, but felt there would not be a problem with a change to the time of meeting. Commissioner Cross stated it doesn't seem feasible to set a certain time limit on meetings and would like to have the flexibility to discuss items thoroughly. He also said our meetings rarely go over 90 minutes. Chairman Martin agreed.

MOTION:

Chairman Martin moved to keep the meeting starting a 7 PM and have no minute restrictions on the meetings.

MOTION CARRIED.

- (4) Request by a Commissioner to have more information available to them ahead of time on items to be discussed at the meeting.

Chairman Martin said he doesn't feel there is a problem and felt the Commission have adequate information ahead of time. The commissioners agreed that receiving the information by Thursday or Friday of the prior week is adequate. An item can be placed on the agenda up to 72 hours before the meeting. No action taken.

- (5) Discussion on possible new billing system.

If we are going to make meters an option, we are going to need a billing system that will have the capability of using meter readings. Kathy Lehr stated that she had spoken to ADS (our present billing system) regarding the cost of upgrading our present system. For approximately \$6,000 we can have the present system modified to accommodate meter reading. For \$15,000 to \$20,000 a complete new up-to-date system can be installed including the capability of meter reading and includes re-installing all old information. A new system would still be terminal-based as opposed to Windows-based. It was agreed that we need to discuss whether we just want to modify our present system or install a new system. Chairman Martin was concerned about spending \$15,000 to \$20,000 now and then in two or three years have to get something else because the option meter system did not really work.

Mr. Grah stated that the Master Plans did include a suggestion to contract out the billing, although he stated that it was not really clear to us how that would work with the ADS system and with the rest of the City's financial system. The options may be \$6,000 for a short term fix, \$20,000 for a re-write of our present program or \$20,000 to \$30,000 for contracting - these things should be weighed in considering a new billing system. Commissioner Mathieu asked about re-structuring of fees and if that would be an additional cost. Mr. Grah said that as long as we are flat rate, changes can happen without additional involvement with ADS. The \$6,000 is just adding the capability of meter reading. The \$20,000 would do that and bring everything else up to date. Mr. Grah said we would like to make the option of adding meters by July 1st of this year therefore we would need to make this sort of investment by then. Chairman Martin said he knows we would like to stay with ADS, but there are other package programs out there that could possibly be purchased for less. Unless the financial management system for the whole city is changed, however water and sewer billing is done will need to be compatible with the ADS system for the rest of the city.

Chairman Martin said we need to see what we can get for the \$6,000, for the \$20,000 and do some comparing. See what the City's going to be doing as a whole and what can be done with a package type program. Mr. Grah said that we would have to see what sort of capabilities Nolte (contract billing) would have with our current ADS system. Chairman Martin said there is not enough information right now to come to a decision, so he feels we need to discuss this further at our next meeting after getting more information:

- A. \$6,000 upgrade
- B. \$20,000 new software and program (still with ADS)
- C. Cost of contracting out the billing
- D. Cost of a package billing system

MOTION:

Chairman Martin moved to continue discussion on the Water/Sewer billing at our March 11, 2008 meeting.

MOTION CARRIED.

OLD BUSINES

(6) Master Plan Update

Mr. Grah stated that we received the Final Draft Water Master Plan a couple months ago. He sent the few comments we received and his comments back to Nolte and we now have it back as what they propose the "Final Water Master Plan". He is in the processing of reviewing it before we accept it. He will get it posted so that you can review it.

We have the final draft of the Sewer Master Plan and it is posted for your review. He made 130 comments and he expects within 2 or 3 weeks we should get the "Final Sewer Master Plan".

Commissioner Mathieu asked if there were a lot of things that are not being addressed in the master plans but should be. Mr. Grah said many of the things that we are working with Nolte to iron out are matters of opinion. Overall Nolte has been meeting the requirements of the contract. The plans are a little rougher than the City would expect for a final product. Commissioner Mathieu asked if Nolte is renegeing on some things and Mr. Grah said again it's a matter of opinion and that we may just expect a higher standard than they are able to provide.

Commissioner Mathieu asked how much the contract with Nolte was and Mr. Grah said \$183,000. A large part of that went to cleaning and videoing our sewer lines. We are in the process of making a joint purchase with ESCSD for a camera so that we can do our own videoing. This is required for the Sanitary Sewer Management Plan.

(7) Progress on Well 3

Mr. Grah said we have two contracts awarded on the project. The first is to Tierra Environmental Services for the environmental documents for the test well and for the production well (if we get to that point). The environmental document for the test well is complete. The environmental document for the production well is waiting for the outcome of the test well work.

The RFP and remaining consultant selection process for the test well project identified Wood Rodgers, as the top consultant. Their proposal, in the amount of \$130,116, is over the \$75,000 budgeted for the work. We propose to move ahead with the project by the transferring funds from a line replacement project we are deferring.

Our intent is to go ahead with the test well. For a new well, we are looking at \$2 to \$3 million total. Proposed Well 3 is about ½ mile away from Well 1. Well 1 has elevated arsenic and fluoride levels. We need to verify that we have good water at the Well 3 site with the test well project and then start budgeting for that new well. Next Monday we will go to City Council for approval of the contract with Wood Rodgers. If approved, the drilling should start the week of February 25th. Commissioner Cross asked what the negotiated scope of work is. Mr. Grah said the scope of work includes: (1) to work with the Department of Health to site the right location for a test well and production well, (2) drill monitoring (test) well, (3) geophysical logs (4) plan to go down to the tuff layer or 500 feet, whichever comes first, (5) prepare a report on the findings and (6) design the production well. Commissioner Cross asked if they were going to

case it and develop it and pump enough water out of it to get an idea of the water quality. Mr. Grah said that Wood Rodgers suggested not pumping it to develop an estimate of productivity. He said there can be problems effectively sealing between the producing zones. Wood Rodgers contends production information based on the geology and other data correlated with other nearby wells, can provide better productivity data. Commissioner Cross asked about the time frame. Mr. Grah said that the total process will be approximately 12 weeks.

(8) Public Works Reports for November and December

Mr. Dishion highlighted the reports for November and December. He also asked if the Commission would like to get updates on the readings of the meters that we do have and the Commissioners said that they would like to have the updates.

He reported on a few meters that were read:

Resident:	668 Kelso	4,200 gal/day	summer
	668 Kelso	213 gal/day	winter
Creekside Inn (Motel)	12,000 gal/day	(includes irrigation)	
Kmart Complex irrigation	37,000 gal/day	summer	
Kmart Complex irrigation	12,000 gal/day	winter	
Kmart Domestic	1,600 gal/day		
Von's Domestic	2,600 gal/day		

Chairman Martin suggested that the City Council be made aware of the meter readings and the high water usage. He feels this is the kind of information the City Council needs to know when they say that they do not want to install meters.

STAFF AND COMMISSION REPORTS:

Commissioner Mathieu complimented the Public Works Department on the MacIver Street project.

Mr. Grah stated that the efficiency of Well 4 is deteriorating, probably because of sand eroding the pump. We would like to do a video inspection of the well and rehabilitate or replace the pump. We believe we can do this work during the winter when water demand is low by letting Well 2 carry the demand but want to test this before we get as far as taking Well 4 out of service to do the work. Tuesday is tentatively set to turn off Well 4, allow the storage tank run low, and then start Well 2 the next morning to verify Well 2 can fill the tank. Next winter we hope to pull the pump out of Well 4 and check everything out.

Mr. Grah said that one of the important things he wants to take care of is the meter option. Chairman Martin asked why we have to have a meter option by July 1. Mr. Grah said that we said we would do it by then and it goes back to the fairness. The flat rate system has a lot of inequity built into it. In general, the City Council appear not to be in favor of meters in any case.

We have two accounts now requesting meters. It would be ideal to provide the fairness that meters can provide to customers that want them without giving other customers the impression that they are mandatory. Chairman Marin asked what the City Council's main objection to meters was. Commissioner Mathieu said the general public in Bishop has always been against meters. Our early Ordinance 103 stated that water is "free" though that ordinance has been superseded numerous times. Commissioner Mathieu said we need to have something to present to the City Council for a comparison of the flat rate and meter readings and they might be more open for consideration.

Chairman Martin said that there is money out there and questioned whether we have taken full advantage of it in the form of grants and loans. Mr. Grah said that working with Nolte we have made applications for both loans and grants but have heard little back and have had no indication of the likelihood of being successful in our applications. He said we are not aware of any relief or income grants that we are not pursuing.

Mr. Dishion said that when the rate structure was set up, the idea may have been to have the commercial accounts take on more of the burden. However, the irrigation on the commercial buildings does not show that. Chairman Martin suggested maybe starting with commercial accounts as far as installing meters. Mr. Grah said that in earlier conversations, the City Council indicated they did not support any meters in the city, "optional" or not, nor commercial nor residential, so getting to the point of charging by meters may not happen soon. Chairman Martin said that they need to have the information on meter readings discussed tonight presented to them.

Chairman Martin adjourned the meeting at 8:35 P.M. The next regularly scheduled meeting will be Tuesday, March 11, 2008 at 7:00 P.M. in the City Council Chambers.

Clarence Martin, Chairman

Kathy Lehr, Secretary

March 5, 2008

For discussion and modification. Billing for NIH

1. Total numbers of beds physical count.
2. Total numbers of hours worked by each employee full and part time.
3. Total hours of all employees divide by 40. Equal total of employees.
4. Total of employees divide by four. Equal to number of households, or houses.
5. Total of houses or household plus numbers of beds. Equal to new charges.
6. Review every three years and the higher number prevail.

Harry Bhakta



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PUBLIC WORKS REPORT

January 2008

WATER

1. Repaired water leak on 5/8" copper water service at the intersection on South Third and Clarke Streets.
2. Installed Valve Boxes at the following locations:
 - 137 East South Street
 - 175 East South Street
 - 359 East South Street
3. Removed and replaced failed 2" Main Line Gate Valve on Church Street.
4. Removed and replaced failed Curb Stop valve at 359 South Street.
5. Tested and ran 300 KW Generator at Well 2.
6. Performed a test that proved that Well 2 can fill the 1 Million Gallon Storage Tank. There were no adverse effects that resulted from this test.
7. Burned brush and debris at Well 4 and did overall sight cleanup.
8. Built storage racks for Generator equipment at Well 2.
9. Started the process of a Backflow Survey of all Commercial accounts. While doing this survey Staff is verifying that what we are billing these customers is correct.
10. Took monthly readings of all water meters.
11. Took routine Bacteria Samples.

SEWER

1. No plugged sewers to report this month.
2. Burned brush and limb piles at the Waste Water Treatment Facility.

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. Cleaned Grit Drying beds.
8. City Council gave approval for the joint purchase of a Sewer Camera with the Eastern Sierra Community Service District
9. Exposed sewer main on Clarke Street for future Manhole construction.

STREETS

1. Performed Snow Removal operations on City streets.
2. Spread cinders on icy intersections around the schools and various locations throughout the city.
3. Repaired and or replaced various Street Signs.
4. Patched Potholes and gutters where needed.
5. Swept city streets and alleys.
6. Innovative Concrete completed the replacement of failed sidewalks on Mac Iver Street.
7. Removed downed tree on West Elm Street that fell during high winds
8. Exposed and repaired the Corrugated Metal Storm Drain Pipe under South Warren Street at the intersection of Lagoon
9. Cleared blocked Storm Drains with Vacoon Truck during heavy rains
10. Assisted the Department of Water and Power with repairs to a damaged culvert under South Fowler Street
11. Repaired washed out shoulders on streets that do not have curbs
12. Completed an inventory of all Storm Drains in the City of Bishop.

MISCELLANEOUS.

1. Applied De-icing material on all Cross Walks around the Bishop Schools at the request of the Police Chief.

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.



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PUBLIC WORKS REPORT

February 2008

WATER

1. Started with the development of a test well at the Well 3 site.
2. Installed a Valve Box at 775 West Pine Street.
3. Burned brush and debris at Well 4 and did overall sight cleanup.
4. Completed the process of a Backflow Survey of all Commercial accounts. While doing this survey Staff is verifying that what we are billing these customers is correct.
5. Took monthly readings of all water meters.
6. Took routine Bacteria Samples.
7. Tested newly installed Backflow devices at Northern Inyo Hospital.

SEWER

1. Cleaned plugged sewer at the 400 Block of South Main Street.
2. Irrigated the 40 acre Pasture south of the Sewer Ponds.
3. Made routine inspections of Grease interceptors.
4. Generated a No Spill Certification for the State and reported the same.
5. Performed routine Main Line cleaning in trouble areas.
6. Cleaned Grit Drying beds.
7. Completed the fourth task in the Sanitary Sewer Management Plan, which was to create goals for the system.
8. Performed routine cleaning of sewer mains on South Main Street.
9. Replaced a blower motor at the Waste Water Treatment facility.

STREETS

1. Removed seventeen fallen trees from city streets and property as a result of high winds.
2. Began a very comprehensive Sidewalk Safety Inspection. Minor repairs were made wherever possible by City forces.
3. Started annual Crack Seal operations. The following Streets have been completed:
Rome Drive, Lagoon Street, Edwards Street, Mac Iver Street, Grove Street, and First Street.
4. Repaired and or replaced various Street Signs.
5. Patched Potholes and gutters where needed.
6. Swept city streets and alleys.
7. Cleaned Storm Drains with Vacocon Truck after heavy rains

MISCELLANEOUS.

1. Assisted the Parks Department with sawcutting and removal of asphalt for future Parking Lot Lights.
2. Built a bicycle rack for one of the Police Departments new Squad Cars.
3. Cleaned trash and debris from Shop planters.
4. Hauled off trash and debris from the Fowler Street trash pit.
5. Made minor repairs and performed maintenance to Light Trucks and Heavy Equipment.



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Public Works News Release

Commercial Water Account Review

Over the next few weeks, City of Bishop staff will be visiting commercial water users to make sure equipment required to protect the Bishop water system from contamination is in place and working properly. At the same time the billing for commercial accounts will be verified with current uses.

The state requires that the protection equipment, usually called "backflow preventers", is inspected each year. The equipment, when installed and working properly, prevents contamination from flowing back into the public water system when there is a problem. Potential contamination includes biological hazards and chemical hazards. The cost of this yearly inspection is usually \$50 for each commercial account and is paid by the customer. If repair, installation, or replacement is required, that is also paid by the customer.

The City of Bishop water and sewer fee system is a flat rate system based on the use covered by the account. Restaurants, for example, pay based on how many seats they have. Offices typically pay based on how many toilets they have. While the backflow equipment is being inspected, City staff will also check commercial accounts to verify they are being billed correctly. If necessary, future billings will be adjusted.

For more information contact City of Bishop Public Works at publicworks@ca-bishop.us or 760-873-8458. Press releases posted at <http://www.ca-bishop.us/Advertisements/Releases/Releases.htm>



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Public Works News Release

Grease and Floss Cause Sewer Problems

What is the most common cause of sewer backups? Fats, oils and grease. When you pour that hot liquid down the drain and expect it to be gone forever...think again. Fats, oils, and grease often stick to the insides of the cool sewer pipes when washed into kitchen plumbing systems. This can block pipes and create back ups and overflows on property, as well as on to the streets and sidewalks, causing environmental problems and other health hazards.

Bishop Public Works and Eastern Sierra Community Services District crews do what they can to remove the build ups in the sewer mains in the Bishop area before they can cause a problem, but often it is a losing battle. The best thing is to stop the grease at its source. That is where residents and businesses, especially restaurants, come in. Here are a few suggestions that can help eliminate sewer backups:

- Scrape grease and food scraps from plates, pots, pans, utensils, and grills into the trash instead of down the drain.
- Do not put grease down garbage disposals.
- Use baskets or strainers in sink drains to catch food scraps and other solids and then dispose of them in the trash.

Another item in every household causes sewer problems: dental floss. One of the most common reasons that sewer pumps break is every day, ordinary, dental floss. If it gets down the drain, it wraps around the moving parts of sewer pumps and stops them from working.

For more information contact City of Bishop Public Works at 760-873-8458 or publicworks@ca-bishop.us or the Eastern Sierra Community Services District at 872-1415 or 301 West Line Street.



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Public Works News Release

Bishop Tests the Waters for a Well

To prepare for a future municipal water production well, the City of Bishop is drilling a test well about 500 feet deep near Sunland Drive.

The existing City of Bishop water production wells produce enough excellent water to meet even the extremely high water demands of summer. On the other hand, if there is a problem with even one of these wells during the summer, there wouldn't be enough water to meet peak demand and emergency restrictions on water use would almost certainly be needed. To avoid this possibility, Bishop needs an additional source of water. A new production well could be the best source.

City forefathers had the wisdom to purchase a site for such a new production well way back in 1923 along Sunland Drive north of Mandich Street. A test well is being drilled at the site now to make sure it is in fact suitable for a new water production well.

The test well will verify that the water in the ground at the site meets high standards. In addition, it will provide design information for the future production well. The cost of the test well project is about \$130,000 and the project will take about 2 months to complete. The full development of a production well is expected to cost over \$2 million. Financing such a large investment in a production well could take the city many years, but we need to know now if a new production well at the Sunland site is feasible. Because of the test well work currently underway, we will soon have the answer.

For more information contact City of Bishop Public Works at publicworks@ca-bishop.us or 760-873-8458. Press releases posted at <http://www.ca-bishop.us/Advertisements/Releases/Releases.htm>