

# **City of Bishop**

## **WATER AND SEWER COMMISSION AGENDA**

Date: September 9, 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).

In compliance with SB 343, writings, including staff-produced background materials, relating to these agenda items are available for public inspection at City Hall, 377 West Line Street, Bishop, California.

### **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 July 8, 2008 subject for approval.

### **NEW BUSINESS**

- (2) Select Commissioner to be on interview panel for ESCSD Connection Consultant Selection
- (3) Review examples of videos from sewer camera and Vaccon truck
- (4) Terms expire for Commissioners Martin, Underhill and Mathieu on November 8th

### **OLD BUSINESS:**

- (5) Continued discussion on Elm Tree Trailer Park
- (6) Update on Interconnect with ICCSD-WCSD
- (7) Update on rate study
- (8) Public Works report for July and August

### **STAFF AND COMMISSION REPORTS**

**ADJOURNMENT:** The next regularly scheduled meeting will be **Wednesday**, November 12, 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  
July 8, 2008

### CALL TO ORDER:

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

### PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Vice Chairman Cross

### COMMISSISONERS PRESENT:

Cross, Mathieu and Underhill

### COMMISSIONERS ABSENT:

Bhakta and 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.

Jim and Judy Northrup, owners of the Elm Tree Trailer Park, 587 North Third Street, said they were here tonight because of their high water and sewer rates. They have a 32 space trailer park and the average square footage of the trailers in the park is approximately 280 square feet per trailer and the site they sit on is approximately 800 square feet each. They feel the water rate is not equitable with the use they have. On the 800 square feet, they have the trailer, sidewalk, storage and a patio. Only about one-half of the park has any sort of irrigation or landscaping. Since they bought the park in 2003, their rate has tripled to \$16,500 per year. Mr. Northrup stated that their rate is based on multi-family and they do not consider a 280 square foot trailer as a "multi-family" dwelling. The tenants are mostly 1 person on a fixed income renting these trailers. Individually, the tenants would qualify for the 25% discount, but because the City bills

the owner of the property, they cannot get the discount. They are asking if the City could come up with a more equitable rate. They are even willing to pay for a meter, however the City does not have the capability of billing. Mr. Northrup feels the trailer park is more like the equivalent of a motel, and should be billed accordingly, or have their own category. Vice Chairman Cross suggested that we place this item on the agenda for our next meeting. We can take a better look at the property and what is going on with water usage. This will give the Northrup's time to put information together to submit to the commission.

A similar situation exists at the Sierra Wave Apartments. The owner is also upset as it was converted from a motel to apartments. The rate increased from \$13.00/month per room to \$41.60/month per room.

Chairman Cross said that we will be doing a rate study to look at how the City is doing financially. A rate study was done in 2004 and when the City Council approved the new rates that enacted the 4 increases, they required another study be done in 2008 to see where we are. Mr. Grah said that the rate study focuses on what a single family residence uses, not equity issues, but we may be able to work with the consultants to make some adjustments to our system.

(1) APPROVAL OF THE MINUTES:

MOTION:

Vice Chairman Cross moved to approve the minutes of the May 13, 2008 meeting as written.

MOTION CARRIED

NEW BUSINESS:

(2) Letter from Pinyon Engineering regarding interconnect with ICCSD/City of Bishop.

Mr. Grah said that the City needs a backup water source. If one of our production wells were to go down during high water use times of the year, we would not have enough water meeting state quality requirements. One of the possibilities of the additional water is connecting to the Indian Creek Community Services District (ICCSD). This is covered in the Water Master Plan and Nolte detailed how the connections could be made. They had the option of two connection points - one at Grandview Street, the other off Tumbleweed Road. The cost ranged from \$500,000 to \$600,000 and there would be pumps and meters involved. A year ago ICCSD was "cool" to the idea of inter-connecting, mainly because of concerns about water quality. We chlorinate and they don't and we have high fluoride in our (standby) Well 1. Since, they have had an analysis done by a consultant engineer suggesting it would be in their best interest to make the interconnections and suggested some changes to Nolte's concept for the ability to pump into our system; and that water quality is not an issue.

It is not mandatory that we chlorinate our water, but Mr. Grah said that it is probably a good idea that we continue to chlorinate at a low level – it keeps us "safe".

Indian Creek is in favor of the interconnection and it would be the cheapest way for a supplemental water source for us. We have submitted this project for two sources of grant funding. However, it takes about 1-1/2 years to even find out if we would qualify for state funding and another 6 months to get the grant. Just the past week we applied for USDA grant and loan funds and haven't heard anything on that either. The cost for the interconnect project is approximately \$500,000 to \$600,000 which is significantly cheaper than a new well.

Mr. Grah stated that Westridge (the district ICCSD is working to combine with) has a well located very close to the gas pumps and another one in the middle of Manor Market. This is a risk for contamination and we would not want to tie into a system that has that. Indian Creek plans to abandon those wells if and when the districts decide to combine. Indian Creek's biggest wells are on the campus of the Jill Kilmont School. All of our wells are in good locations as far as contamination is concerned. We would still be two separate systems. We will just be buying and selling water. It's actually possible that buying water from ICCSD could be cheaper than pumping our own. Again something we would have to look into.

It was agreed that this project is worth pursuing. It is a reasonable way to meet our needs. We could do this now and cannot build Well 3 for several years as we do not have the funds. We need to talk to DHS and also make sure that the Westridge wells (near the gas station) are abandoned before we agree to interconnect. We will have more information available for our next meeting in September.

- (3) Sterling Heights and Bishop Care Center are being charged as "Hospital" (by beds) – should they be considered and charged as "apartments"?

Mr. Grah stated that we have completed an inventory of all our commercial accounts. We updated our accounts and tried to better define our categories. Sterling Heights and Bishop Care Center are billed by beds and we kept them under the category of "hospital" although it could be argued that they are not hospitals, but more like apartments. It was agreed that Bishop Care Center is more like a hospital and should probably remain that way. Sterling Heights could be considered to be more like apartments as they have small kitchenettes and laundry facilities. However, it seems that the majority of the residents have their laundry done and eat at the dining room rather than use the "kitchen" in their room. We discussed the difference between hospital and motel. Hospital patients are in and out and beds are changed daily, which generates more laundry, plus laundry for staff. There are 300 employees at the Northern Inyo Hospital who use water and sewer, there are visitors using restroom facilities. There is a large kitchen and there is a good deal of landscaping and administration. Motels are similar and Commissioner Mathieu said that in her mind, motel rooms should be charged more than hospital beds. Vice Chairman Cross feels that hospitals should be charged more than motels. These are probably questions that would best be answered by consultants with expertise in this area.

Sterling Heights is more like blend of motel and hospital. One option to charging as a hospital could be the fact that medication is administered and they do have a nurse on staff. It was agreed for now, that we would continue to charge by bed. Commissioner Mathieu volunteered to call

comparable cities and ask how they charge care facilities and trailer parks for water and sewer. She will report at our next meeting.

**MOTION:**

Vice Chairman Cross made a motion to continue to charge the Care Center and Sterling Heights by the hospital beds.

**MOTION CARRIED.**

(4) Update on rate study consultant interviews.

Mr. Dishion stated that on July 7 he, Pat Mathieu and Dave Grah held phone interviews for the rate study. Four consulting firms were interviewed. It was unanimous that EcoLogic was the first choice. They were impressed with the presentation, personality and the fact that the company had taken the time to become familiar with the Master Plan.

EcoLogic came in first @ \$20,000  
Foresight came in second @ \$20,000  
Nolte came in third @ \$28,000  
EPS (Wood Rodgers) came in fourth @ \$33,000

EcoLogic met the needs for the scope of work we required in the RFP and were within our budget. Reference checks need to be done before we make the final decision. The earliest this can be presented to City Council is July 28. It will take approximately 4 to 5 months to complete.

**OLD BUSINESS**

(5) Public Works Reports for May and June

Mr. Dishion highlighted the reports for May and June.

**STAFF AND COMMISSION REPORTS:**

Mr. Grah reported that we have taken delivery of the sewer camera and are getting trained this week.

The RFP for the interconnection with ESCSD is out and proposals are due July 16.

After a resolution has been adopted, Commissioners will be getting paid \$50.00 per meeting.

The Annual Consumer Confidence report is out.

Wood Rodgers did an analysis of Well 1 and pointed out that when that well was built, they actually sealed off all the clean water, so there is actually nothing we can do to significantly improve water quality in that well.

Sent out another water conservation news release.

ITEMS TO BE DISCUSSED AT THE MEETING OF SEPTEMBER 9, 2008:

1. Continued discussion on Elm Tree Trailer Park
2. Update on Interconnect with ICCSD-WCSD
3. Update on the rate study
4. Report from Pat Mathieu on water and sewer charges from comparable cities

Vice Chairman Cross adjourned the meeting at 9:15 P.M. The next regularly scheduled meeting will be Tuesday, September 9, 2008 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



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## Public Works Report

July 2008

### Water

1. Removed abandoned pacific states fire hydrant at the intersection of Lee and Yaney Streets.
2. Repaired fire hydrant that was struck by a car at the intersection of North Main and East Elm Street.
3. Assisted customer on East Yaney Street with location of curb stop valve.
4. Continued annual main line valve exercising program.
5. Took monthly readings of all water meters.
6. Took routine bacteria samples.
7. Selected Ecologic and entered in to contract with them to perform the 2008 Water and Sewer Rate Study (water and sewer).
8. Discussed account updates with a few customers and made adjustments where appropriate (water and sewer).

### Sewer

1. Received formal training on the new sewer camera from Cues.
2. Began video inspections of all sewer mains under streets that have rehabilitation projects scheduled.
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. Removed trees along fence line inside of the waste water treatment plant.
8. Cleared weeds and debris from maintenance around the sewer ponds.

9. Began the review process of the Request for Proposals for the feasibility of connections between the City of Bishop and the Eastern Sierra Community Service District. We received 5 proposals.
10. Disked Pond 6 to enhance the percolation process.

### **Streets**

1. Sierra Nevada Construction overlaid the existing portion of Mac Iver Street. This brought to completion the Mac Iver Street Improvement Project.
2. City of Bishop crew raised all utilities to finish grade on Mac Iver Street.
3. Provided weed control on city streets and alleys.
4. Installed stop signs and thermoplastic stops and bars at the intersection of North Second and East Pine per City Resolution.
5. Repaired and or replaced various street signs.
6. Gathered storm drain information for the continuing GIS effort.
7. Swept city streets and alleys.
8. Continued the process of creating an inventory of all city street signs and traffic markings.
9. Met with AAA to discuss potential mitigations to impacts of West Pine Street Improvements project on current parking in area.
10. Participated in Inyo Local Transportation Commission meeting in Lone Pine.
11. Participated in public meeting for Inyo County Collaborative Pine Plan.
12. Participated in Rural Counties Taskforce teleconference regarding rural transportation issues and funding.
13. Met with Triad and reviewed draft plans for South Second Street Improvements project.
14. Reviewed and commented on draft cooperative agreements for the Wye Road Intersection Improvements project and the Grove Street Sidewalks project.

### **Miscellaneous:**

1. Made minor repairs to street sweeper.
2. Swept fairgrounds in preparation of the Junior Livestock Auction at Jim Tatum's request.
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. Provided weekly safety meetings for Public Works Crew.
6. Removed downed tree limbs and other debris from Bishop Creek inside the City Park.
7. Assisted with cleanup of airport after fireworks show.
8. Unsuccessfully attempted to develop interest from other Bishop-area agencies in participating in Mono County flood mapping update effort.
9. Worked on adoption of 2007 California Building Codes.
10. Maintained City of Bishop web site.
11. Installed GIS software on Gary Schley's computer.



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## **PUBLIC WORKS REPORT**

August 2008

### **WATER**

1. Replaced failed Curb Stop Valve at 407 West Line Street.
2. Performed annual maintenance and made minor adjustments to Sodium Hypochlorite Generator at Well 4.
3. Assisted Customer at 537 North Third (Elm Tree Trailer Park) with location of water services. They have five (5) points of connection.
4. Completed Annual Main Line Valve exercising program.
5. Took monthly readings of all water meters.
6. Took routine Bacteria Samples.
7. Met with USDA (United States Department of Agriculture) on the current Water and Sewer grants the City has applied for.
8. Performed landscape maintenance at Well 2.
9. Repaired damaged 2" service at the site of the future Vons fuel station.
10. Completed 40/30 certification for the States Disinfection Byproduct Monitoring Rule.
11. Met with United States Department of Agriculture to discuss grant and loan pre-applications.

### **SEWER**

1. Continued TV inspections of all sewer mains under streets that have rehabilitation projects scheduled.
2. Through TV inspections we found five (5) sewer mains that had collapsed sections. Once measurements were taken all lines were exposed and repaired

The locations are as follows:

500 block of North Third Street

700 block of Grove Street

Intersection of Clarke and South Second Streets

500 block of North Fowler Street

200 block of Lagoon Street

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. Continued removing trees as time permits along fence line inside of the Waste Water Treatment Plant.
8. Cleared weeds and brush from the bottom of Pond5 and then diced it.
9. Cleaned Grit and Sludge drying beds.
10. Attended Eastern Sierra Community Services District (ESCSD) board meeting to discuss sewer interconnection project.
11. Installed City of Bishop GIS on sewer camera computer.
12. Reviewed videos of sewers under streets affected by street projects and developed strategies for improvement and repair.

### **STREETS**

1. Submitted Final Billing Package to Caltrans for the STIP portion of the Mac Iver Street Improvements project.
2. Provided weed control on city streets and alleys.
3. Repaired and or replaced various Street Signs.
4. Continued with the process of developing Storm Drain information on GIS.
5. Swept city streets and alleys.
6. Continued the process of creating an inventory of all City Street Signs and Traffic Markings.
7. Field reviewed Short Street portion of Road Improvement Project A with consultant.
8. Met with City Administrator, City Attorney, Caltrans attorneys, and Caltrans staff to discuss agreement for Wye Road Intersection Improvement project.
9. Participated in Inyo Local Transportation Commission meeting.

10. Held public meeting on South Second Street Improvements project with a major purpose to gather input to decide whether or not to include bulb outs.
11. Prepared and submitted final billings for the Mac Iver Street Improvements project.
12. Reviewed record of survey to better document on the older section of Mac Iver Street.

**MISCELLANEOUS.**

1. Made minor repairs to Street Sweeper.
2. Swept Fairgrounds in preparation of the Tri County Fair at Jim Tatum's request.
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. Provided weekly Safety Meetings for Public Works Crew.
6. Cleared plugged sewer for the Fairgrounds during the Fair.
7. Reviewed Inyo County Geographic Information System (GIS) grant request with police, fire, and county GIS staff.
8. Worked on Community Development Block Grant (CDBG) application to gather terrain and feature data in support of floodplain analysis and emergency response.