

City of Bishop
WATER AND SEWER COMMISSION AGENDA

Date: November 12, 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).

Any writing that is a public record that relates to an agenda item for open session distributed less than 72 hours prior to the meeting will be available for public inspection at City Hall, 377 West Line Street, Bishop, California, during normal business hours.

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 9, 2008 subject for approval.

NEW BUSINESS

- (2) Report from EcoLogic regarding water and sewer rate study
- (3) Revenues and expenditures for water and sewer

OLD BUSINESS:

- (4) Sam Reighard, owner of Sierra Suds and Bishop Dry Cleaners
- (5) Public Works report for September and October

STAFF AND COMMISSION REPORTS

ADJOURNMENT: The next regularly scheduled meeting will be January 13, 2009 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
September 9, 2008

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:

Martin, Cross, Bhakta and Mathieu

COMMISSIONERS ABSENT:

Underhill

OTHERS PRESENT:

Dave Grah, Public Works Director
Deston Dishion, Public Works Superintendent
Kathy Lehr, Secretary
Michele Thomas, Office Assistant

PUBLIC COMMENT: NOTICE TO THE PUBLIC: This time is set aside to receive public comment on matters not calendared on the agenda.

Sam Reighard, owner of Sierra Suds and Bishop Dry Cleaners, stated that he had attended a water and sewer meeting several months ago as he was interested in getting some relief on his water and sewer bill. He is returning tonight to see if anything had been done since that time. Mr. Grah said that in order to make the charges for Sam's businesses more equitable, we took a look at what we were charging by our long standing fee structure and how much water is being used. We also installed some meters and have been tracking water use. After checking water use, it appears the factors provide fees fairly close to what the fees would be based on water use at Sam's businesses. Laundromats, compared to single family residences, were paying more than

their fair share but not as out of line as we thought it would be. 3,500 to 4,000 gallons were used daily compared to single family residence averaging from 300 to 1000 gallons per day.

Mr. Reighard said that his business had dropped off 30 to 40 percent and Mr. Dishion said that the water consumption did not yet reflect that. It was decided that we would place Mr. Reighard's concern on the agenda for the next meeting so that we can formally discuss the matter. Mr. Grah also stated that the consultant working on the rate study will be at our next meeting (November 12) to make a presentation.

Currently both water and sewer are charged using the same factor and those factors do not take into account the potential differences between water use, wastewater production, and the treatment load different types of wastewater can present. It's not only the amount of water used, but also the burden on the wastewater treatment plant. Chairman Martin said that hopefully we will get through some of these problems with the rate study.

(1) APPROVAL OF THE MINUTES:

MOTION:

Commissioner Cross moved to approve the minutes of the July 8, 2008 meeting as written.

MOTION CARRIED

NEW BUSINESS:

- (2) Select Commissioner to be on interview panel for ESCSD Connection Consultant selection.

Mr. Grah said that the Request for Proposals were due in July and had been reviewed and now they are ready to move ahead with the interviews for the consultant selection. ESCSD is close to an agreement with the Tribe. Taking on additional flow from the Reservation would put them over their capacity. The City has the capacity to take some of the flow from ESCSD; and in an emergency, they could take some of our flow. The scope of the project will be in two phases: (1) Evaluation of concepts for interconnections; develop a way to divert our flow into their system and an alternate tie-in. (2) Environmental documents, design and construction. The panel will consist of 2 board members and 1 staff member from the ESCSD, one water and sewer commissioner, Dave Grah and Deston Dishion. Depending on the schedule of the interviews, either Clarence Martin or Forrest Cross will be on the committee.

- (3) Review videos from our sewer camera and VacCon truck

Mr. Grah said that we had spent about \$300,000 on sewer related tools over the last year or so. The most significant of these tools are sewer truck and the one-half purchase of a sewer camera we share with ESCSD. Videos were shown to allow the commission to see what we can do with

the new equipment. The videos showed the camera and root saw being used and the benefits of being able to identify problems before they become a disaster.

(4) Expiration of Commissioner terms on November 8, 2008.

Commissioners Martin, Underhill and Mathieu have indicated that they would like to be considered for another 4 year term.

OLD BUSINESS:

(5) Continued discussion on Elm Tree Trailer Park

Jim (and Judy) Northrup, Elm Tree Trailer Park, came to our meeting in July and requested to be placed on the agenda tonight in order to have more information available for the commission. The Elm Tree Trailer Park consists of 31 trailers, 1 duplex and 1 house on an 800 square foot lot at the corner of Third and Elm Streets. Since 2003 their water and sewer bill has increased \$11,000 per year. They have a patio and storage unit and the landscaping is very minimal. Some of the spaces have no landscaping. They are classified as multi-unit and are asking the commission to take a closer look at how they are classified. Most of the trailers are occupied by one person, are approximately 280 square feet on an approximate 800 square foot piece of property. They feel that the usage is more like that of a motel than multi-family. The trailers consist of 1 shower, 1 toilet and 1 sink. Almost 100% of the residents are on SSI. They also work with State Mental Health. They feel that they provide a service to the community and have cleaned up and improved the property. They are willing to work with the City in any way they can. They would be willing to pay for meters. However, with 5 services looping through the park, it would be difficult to do. The residents receive a discount on telephone, electricity, etc. and Mr. Northrup asked if they could get a break on the water and sewer charges. Mr. Grah said that existing city policies don't allow for this and, more important, because of requirements related to Proposition 218 (property tax issue), it is probably not legal to give that sort of discount. We will receive the first draft from our consultants soon and this will probably be addressed. Basically, the Northrup's are asking the commission to look at a re-classification of the park.

Commissioner Cross said that if we re-classify and reduce the number of SFRUE's, we would have to make up for the reduction somewhere else to keep the water and sewer funds in balance.

Mr. Grah said that the SFRUE system has been in place for decades. We continue to use it and the factors are probably not as equitable as they could be. There are probably small improvements that can be made to the existing system, but maybe the only practical way to get a significantly more equitable system is to move to meters. If we install meters at the trailer park and at apartments and actually get some hard data, we can make comparisons which could lead to eventual adjustments to the factors. We will continue to work with the trailer park on this issue.

Chairman Martin said that maybe we need to re-evaluate the SFRUE rates if we are going to stay with that system. We also need to see what our actual water consumption is. Commissioner

Cross suggested having the consultants do an equity study and adjust the way the SFRUE's are set up. Mr. Grah said we would have to see how they would do it and what the cost would be to include it in the rate study. That re-evaluation is not currently included in the scope of the rate study. Since the consultants will be here at our next meeting, it was agreed that this would be a good time to discuss it with them.

(6) Update on Interconnect with ICCSD-WSD

USDA contacted the State regarding our application for grants and somehow we fell off the state funding grant list. This was our highest priority project for state funding and we don't want to lose the opportunity for funding so we don't want to rush the project until we are clear on the grant funding. We need to find out from the state the status of the state grant.

(7) Update on rate study

The consultants are making progress and we should have the first draft of their analysis in a couple of weeks. They will be making a presentation at our next meeting.

Chairman Martin asked where we are with our reserves. In the future, we will give a cash balance update at each meeting. Mr. Grah reported that the water cash balance is higher at about 2 million dollars. The sewer cash balance is lower at about \$800,000 – due to the purchase of the sewer equipment, master plan, and the lower sewer rates relative to water. We have applications in for grant funding on our projects. Mr. Grah stated that we have had discussions with our USDA representative regarding the grants and he indicated that most of our projects are good projects. However, there are challenges for competing for grants. They only want to fund systems that are financially healthy. We are within their guidelines (\$30 to \$35 per month) for water charges but under their guidelines for what we charge for sewer. They also said that they do not like to fund projects on systems that are not metered.

(8) Public Works Reports for July and August

Mr. Dishion highlighted the reports for July and August. A good deal of time was spent videoing sewer mains and repairing the 5 mains they found to be collapsed.

STAFF AND COMMISSION REPORTS:

Mr. Grah reported that we have 3 upcoming street projects and have used the sewer camera to view the sewer lines for the underground improvements.

Items to be discussed at our next meeting:

- Sam Reighard, Owner of Wash Tub and Sierra Suds, regarding the water and sewer rates
- Presentation by EcoLogic, Rate Study update
- Cash balance update on water and sewer reserves
- Election of Chairman and Vice Chairman

Chairman Martin adjourned the meeting at 8:50 P.M. Our next regularly scheduled meeting will be **Wednesday**, November 12, 2008 at 7 PM in the City Council Chambers.

Clarence Martin, Chairman

Kathy Lehr, Secretary

CITY OF BISHOP WATER SEWER CASH BALANCES

SEWER

<u>DATE:</u>	<u>BEGINNING BALANCE:</u>	<u>EXPENDITURES:</u>	<u>RECEIPTS:</u>	<u>ENDING BALANCE:</u>
OCTOBER	\$639,622.63	\$59,634.17	\$51,429.93	\$631,418.39
NOVEMBER	\$631,418.39			
DECEMBER	\$0.00			
JANUARY	\$0.00			
FEBRUARY	\$0.00			
MARCH	\$0.00			
APRIL	\$0.00			
MAY	\$0.00			
JUNE	\$0.00			
JULY	\$0.00			
AUGUST	\$0.00			
SEPTEMBER	\$0.00			
OCTOBER	\$0.00			
NOVEMBER	\$0.00			
DECEMBER	\$0.00			
JANUARY	\$0.00			
FEBRUARY	\$0.00			
MARCH	\$0.00			
APRIL	\$0.00			
MAY	\$0.00			
JUNE	\$0.00			
JULY	\$0.00			
AUGUST	\$0.00			
SEPTEMBER	\$0.00			
OCTOBER	\$0.00			
NOVEMBER	\$0.00			
DECEMBER	\$0.00			

WATER

<u>DATE:</u>	<u>BEGINNING BALANCE:</u>	<u>EXPENDITURES:</u>	<u>RECEIPTS:</u>	<u>ENDING BALANCE:</u>
OCTOBER	\$1,538,475.92	\$73,383.71	\$80,031.91	\$1,545,124.12
NOVEMBER	\$1,545,124.12			
DECEMBER	\$0.00			
JANUARY	\$0.00			
FEBRUARY	\$0.00			
MARCH	\$0.00			
APRIL	\$0.00			
MAY	\$0.00			
JUNE	\$0.00			
JULY	\$0.00			
AUGUST	\$0.00			
SEPTEMBER	\$0.00			
OCTOBER	\$0.00			
NOVEMBER	\$0.00			
DECEMBER	\$0.00			
JANUARY	\$0.00			
FEBRUARY	\$0.00			
MARCH	\$0.00			
APRIL	\$0.00			
MAY	\$0.00			
JUNE	\$0.00			
JULY	\$0.00			
AUGUST	\$0.00			
SEPTEMBER	\$0.00			
OCTOBER	\$0.00			
NOVEMBER	\$0.00			
DECEMBER	\$0.00			



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PUBLIC WORKS REPORT

September 2008

WATER

1. Assisted Wood Rodgers in efficiency testing of Wells 2 and 4. Still awaiting results of those tests.
2. Made minor adjustments and repairs to the Sodium Hypochlorite Generator at Well 4.
3. Removed weeds and debris from Tank Site.
4. Took monthly readings of all water meters.
5. Took routine Bacteria Samples.
6. Potholed water mains in various locations under West Pine and Grove Streets for future water main replacement projects.
7. Serviced electric motors at all three wells.
8. Removed and replaced fill stem at the Fowler Street Materials Pit to allow for trucks to fill off of street.
9. Began potholing all water services on South Second Street in anticipation of the rehabilitation project on that street.

SEWER

1. Continued TV inspections of all sewer mains under streets that have rehabilitation projects scheduled.
2. Through TV inspections we found three (3) more collapsed sewer mains. These repairs were made the following week.

The locations are as follows:

400 Block of Short Street

Two of them under the 600 block of Grove Street

Intersection of Clarke and South Second Streets

3. Serviced all electric motors at the Waste Water Treatment Plant.
4. Made routine inspections of Grease interceptors.
5. With the video camera we started the process of pinning down exactly where our grease problem on East Pine is coming from.
6. Generated a No Spill Certification for the State and reported the same.
7. Performed routine Main Line cleaning in trouble areas.
8. Continued removing trees as time permits along fence line inside of the Waste Water Treatment Plant.
9. Disced the Eastern Sierra Community Service District's ponds in trade for them holding water for us this coming spring.
10. Cleaned Grit and Sludge drying beds.
11. Constructed new sewer lateral at customers request at 325 Clarke Street.
12. Ran the Wye Road diversion to the City for three (3) weeks.

STREETS

1. Repaired and or replaced wheel stops in City parking lots.
2. Added fill to low shoulders on East Line Street.
3. Cleaned trash from fence line on north side of Wye Road.
4. Provided weed control on city streets and alleys.
5. Repaired and or replaced various Street Signs.
6. Continued with the process of developing Storm Drain information on GIS.
7. Swept city streets and alleys.
8. Completed the process of inventorying of all the City's Street Signs and Traffic Markings.
9. Reviewed and commented on Plans and Specifications for the South Second Street Project.
10. Accompanied Eastern Sierra Engineering on field reviews of Grove Street for the Safe Route To Schools project.

MISCELLANEOUS.

1. Made repairs to hydraulic hoses on older Street Sweeper.
2. Removed wheel stops in the Police Department parking lot at the Chief'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.



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Public Works Report

October 2008

Water

1. Repaired water leak on 5/8" copper water service at 711 North Fowler.
2. Repaired water leak on 3/4" copper water service at 487 Hanby Street.
3. Located and abandoned an old copper water service at 686 Schley Street. This service had been leaking on the property owner's side for sometime.
4. Repaired fire hydrant on Spruce Street that had been subject to a hit and run the previous night.
5. Installed valve boxes at the following locations:
 - 371 South Warren Street
 - 711 North Fowler Street
6. Took monthly readings of all water meters.
7. Took routine bacteria samples.
8. Potholed water services on South Second Street in coordination with the future road improvement project. Several properties had older curb stop valves so they were replaced.
9. Met with Eco:Logic to review all work on the rate review up to that point.
10. Received and reviewed proposals for the Wells 2 and 4 Assessment project. Wood Rodgers was selected through this process and we are currently working on a contract.
11. Investigated the status of our Proposition 84 applications.
12. Met with several consultants interested in Well 2 and Well 4 Assessment project work.

Sewer

1. Continued video inspections of all sewer mains under streets that have rehabilitation projects scheduled.
2. Through video inspections we found 7 more collapsed or damaged sewer mains. These were repaired. The locations are as follows:

400 Block of Short Street

Two under the 200 block of Grove Street

Two under the 800 Block of West Elm Street

Two under the 300 Block of Short Street

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. Continued removing trees as time permits along fence line inside of the waste water treatment plant.
7. Cleaned grit and sludge drying beds.
8. City of Bishop and the Eastern Sierra Community Service District conducted interviews as part of the selection process to hire a consultant to a feasibility study for a diversion project near both plants. RO Anderson was selected.

Streets

1. Issued related news release and started annual fall street sweeping program.
2. Patched potholes on city streets.
3. Began process of cleaning all drop inlets and interceptors in the city's drainage system.
4. Repaired or replaced various street signs.
5. Continued with the process of developing storm drain information on GIS.
6. Reviewed and commented on plans and specifications for the South Second Street project and the Grove Street Safe Route to Schools project.
7. Submitted request for the California Transportation Commission to allocate construction funds for the South Second Street Improvements project to Caltrans for processing.
8. Created a scope and started the environmental process for a possible rehabilitation project of the Sierra Street Bicycle Path
9. Removed multiple downed tree limbs from the streets after high winds.
10. Built fence along south side of the Mac Iver Street extension.
11. Cleared plugged culvert at the intersection Lee and Yaney Streets.

12. Attended Inyo Local Transportation Commission (LTC) meeting in Independence.
13. Participated in Inyo County interviews to select firm to perform a Pavement Management Survey (PMS) on county and city roads and streets.
14. Met with Inyo County and Caltrans about final refinements to Inyo County Collaborative Bikeways Plan.
15. Worked to clarify and monument right of way on Mac Iver Street with Record of Survey.
16. Worked to resolve issues delaying final reimbursement from state for the Mac Iver Street Improvements project.
17. Refined scopes of 3 new street projects and developed contract amendment to include the work in the contract with Triad / Holmes for project delivery services.

Miscellaneous.

1. Assisted the Laws Railroad Museum by providing traffic control devices for the swap meet.
2. Patched problem areas in the Sunrise Mobile Home Park
3. General shop clean up and organization.
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.
6. Provided weekly safety meetings for Public Works crew.
7. Met with Inyo County Geographic Information System (GIS) staff to provide City of Bishop data and to collaborate on upcoming county GIS grant project.
8. Attended Sunrise Rotary Club meeting and made brief presentation on City of Bishop Department of Public Works activities and projects.
9. Developed application for Community Development Block Grant (CDBG) funding for mapping project in support of flood studies and emergency response.
10. Assisted Enplan with Environmental Constraints project and received Los Angeles Department of Water and Power comments on constraints.
11. Evaluated 40 applications for Public Works Secretary position and scheduled interviews for 4 candidates.