



CITY OF BISHOP

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Minutes

Water and Sewer Commission Special Meeting

June 3, 2010

Call To Order:

Chairman Cross called the meeting to order at 7:04 P.M.

Pledge of Allegiance:

The Pledge of Allegiance was led by Chairman Cross

Commissioners Present:

Cross, Mathieu and Bhakta

Commissioners Absent:

Martin

Underhill

Others Present:

Dave Grah, Public Works Director

Deston Dishion, Public Works Superintendent

Michele Thomas, Secretary

Ed Morse, Bishop Nursery

Public Comment:

None

(1) Approval of the Minutes:

Commissioner Bhakta moved to approve the minutes of the March 9, 2010 meeting as written and motion carried.

Correspondence

None

New Business:

- (2) Power point presentation given by Ed Morse of the Bishop Nursery on water conservation through irrigation**

Ed Morse shared ways to conserve water through irrigation management. Morse is able to perform audits on irrigation systems to determine the proper efficiency to promote a healthy landscape and not waste water. Morse is in the process of performing an audit on the Bishop Care Center to improve their irrigation system. He hopes to have the Care Center's irrigation working at a higher efficiency than the present. It will take a couple of months to complete the audit and Morse will bring the information and status of the work to our September commission meeting.

(3) Rebate information for low-flow fixtures and irrigation improvements

The City of Bishop Public Works Department is interested in providing a rebate program available to home and business owners. The program would offer rebates on irrigation audits, tune ups and improvement materials, such as irrigation times, sprinkler heads and hose shut off valves. In addition, the City would offer water-saving appliance rebates for Ultra Low Flush Toilets, High Efficiency Toilets, Urinals and High Efficiency Washing Machines. The Commission recommended starting with \$5000 towards this program for the 2010/2011 budget year as part of the water capital improvement budget. Grah will create a rough draft of the proposal and present it to the commission at the next meeting in July. The program could start as early as August.

(4) Water meters in Bishop

A joint meeting between the Commission and the City Council is planned to discuss the benefits and non-benefits of the capability of allowing charges by meters as an option. Presently, the City has over 75 water meters installed on different home and business properties. Each month, the meters are read and the information is used to help estimate how much water is used in different categories the City charges for water usage. The information also shows the different water usage for residence. A typical American home should use approximately 150 gallons per person per day. Currently there are homes in Bishop using over 2000 gallons a day. Charging by meter allows for the customers that feel they are being over charged for the water they use because of the flat rate system the opportunity to make their payments more equitable. Charging by meters promotes conservation as well.

Old Business:

(5) Response to water wasting

At the last commission meeting, there was discussion on reducing water consumption and active steps we can take against water wasters. In the past, letters have gone out to property owners and customers wasting water asking them to stop the wasting. A new step Public Works will do is to contact the person directly. We feel it is important to first verify there is a water wasting issue. Next is to personally talk to the customer and give information on water conservation. Over the past couple of months, staff has talked to customers observed wasting water. Most cases involve the person forgetting to turn off a hose sprinkler. In June, information with the new water and sewer rates along with a brochure about water conservation will be mailed to all customers.

(6) Meter Readings

The City of Bishop has over 75 meters installed on different categories charged for water usage. Each month the meters are read and the information is used to help determine the average amount used in each of the categories. Some businesses and residential properties tend to use an

excessive amount of water compared to others. By the time of the next rate study, the City will have the information needed to adjust the appropriate rates to be charged for all business types and residential categories.

(7) Cash balance and revenue & expenditures update on water and sewer reserves

The cash balance for sewer is up over \$100,000 from April 2009. Projects recently done, Keough and Hobson Sewer Project and Hanby Emergency Sewer Project will cost about \$246,000. We also have the Headworks Project coming up that will cost approximately \$50,000 to \$100,000. The water cash balance is down over \$130,000 from April 2009. The City recently constructed the Schley Street Water Line Project and is almost complete with the Hanby Utility Project.

Starting 1 July, the Public Works Department will begin managing capital and non capital budgets separately. An amount equal to six month of non capital expenditures will be put into the non capital fund for both water and sewer. The amount will initially be based on expenditures anticipated in the 2008 fee study and should be adjusted as necessary in future years. The remaining balance will be put in the capital fund. Non capital is related to operational and maintenance and capital is replacements and improvement projects.

(8) Public Works reports for March and April

Construction of the Schley Street water main was completed in March. The project installed 233 feet of 8 inch main, 6 services, and 2 fire hydrants. The Hanby Avenue and May Street Utility Project was awarded to PE Pacific Engineering for a bid amount of \$279,617. Construction work began in April. The Public Works crew continued to install water meters at different account classifications needed. The Keough and Hobson Sewer Improvements Project was awarded to Zenitram for a bid amount of \$119,702. After installing a water meter at the sewer plant, it was determined the bar screen was using 80,000 gallons a day. To fix the issue, the fresh water spray bar on the bar screen was retrofitted to use effluent water. It is now working 95% as efficient as before and saving 80,000 gallons of water a day.

Staff and Commission Reports:

At the last commission meeting it was brought up whether elections can be done every other year rather than every year. The municipal code states that elections are held every March. A motion can be made to re-elect the same people at this time.

In May, it was discovered the calculations in the water sewer rates did not seem correct. The EDU factor for wastewater was believed to be for both flow and strength and unfortunately this was incorrect. Adjustments for the new sewer rates were made to clarify this issue. The City will be charging the lesser of the rates from the notice and the single EDU rate times the EDU factor.

Items to Be Discussed at the Meeting of July 13, 2010:

- Joint meeting with City Council to discuss equitability of water charges
- Rebate program
- Meter readings
- Cash balance and revenue and expenditures update on water and sewer reserves

Chairman Cross adjourned the meeting at 9:08 P.M. The next regularly scheduled meeting will be Tuesday, July 13, 2010 at 7:00 P.M. in the City Council Chambers.

Forrest Cross, Chairman

Michele Thomas, Secretary