



CITY OF BISHOP

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Minutes

Water and Sewer Commission

9 November 2010

Call To Order:

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

Pledge of Allegiance:

The Pledge of Allegiance was led by Chairman Cross

Commissioners Present:

Cross, Underhill, Mathieu and Bhakta

Commissioners Absent:

Martin

Others Present:

Dave Grah, Public Works Director
Deston Dishion, Public Works Superintendent
Michele Thomas, Secretary
James Southworth, City Administrator

Public Comment

None

Correspondence

None

(1) Approval of the Minutes

Commissioner Underhill moved to approve the minutes of the September 14, 2010 meeting as written and motion carried.

New Business:

(2) Introduction of Jim Southworth, new City Administrator

Southworth joined the City of Bishop 1 October as the new City Administrator. He comes to Bishop with 33 years of experience as a city administrator. Southworth has served in a city management position in Minnesota, Michigan and Washington. He served as administrator of Monroe, Wash. from 2002 - 2008 and managed Toppersnash, Wash. from 1980 - 2002.

(3) Debit/Credit card payment option

The City is considering adding the option of accepting debit/credit cards for customers to pay water sewer payments, business licenses, permits and other fees. Union Bank, the City's current financial institution, offers the service which would include fees paid by the City for each transaction. Based on the payment amount and the type of card used, fees range from 1.49% - 3.49% with an additional .20¢ per transaction. Other costs include the purchase of the machine, a one-time set up fee, and yearly compliance fees. Another company, MuniPay, offers a service with fees for each transaction paid by the customer with no additional fees charged to the City. One drawback with this company is that they do not accept Visa. Union Bank mentioned that after the first of the year, they will also offer a service compared to MuniPay with fees charged to the customer rather than the City.

The Commission would like to review more information once it is available from Union Bank regarding the option with fees paid by the customers. Discussion will continue at the next commission meeting in January 2011.

(4) March 2011 meeting date

The upcoming water sewer meeting scheduled for 8 March 2011 conflicts with elections held in the City Council Chambers that evening. Thomas will speak with City Hall staff regarding changing the meeting date to the following Tuesday, 15 March.

Old Business:

(5) Possible joint meeting with City

For the past year, the Commission has been interested in scheduling a joint meeting with City Council to discuss current issues including water meters. Southworth stated that at the previous City Council Retreat, the council said they are interested in scheduling meetings with each of the City's commissions to talk about goals and expectations. A tentative date of 24 January, at the City Council's Study Session, is set for the Commission and City Council to meet.

(6) Rebate program update

Since the rebate program launched in July, the City has given away six free items, hose nozzles and hose timers to local residents. An initial budget of \$5,000 was included for each of the 2010/2011 and 2011/2012 fiscal years. There is a remaining \$4,800 in the budget this fiscal year for incentives. A radio ad will air the first week in December to encourage residents to take advantage of rebates offered for purchasing water efficient appliances such as washing machines, dishwashers and toilets. The commission agreed to use water incentive funds to pay for more advertising next spring when irrigation systems are turned back on. The City will also look into adding incentives for backflow devices and sprinkler systems to the program.

(7) Meter Readings

The City recently installed three new meters, Bishop Nursery, Ramada Inn and Air-Way Medical. Water usage should start to decline as the summer has ended and most customers will be irrigating less.

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

Balances are up in both water and sewer for September and October. During these months, revenue was adjusted due to the yearly audit. In November, payments will be made for the May, Willow and North Third Street project which will impact the water balance.

(9) Public Works reports September and October

During the month of September, the City awarded the May, Willow and North Third Street project to Marzano and Sons. The crew repaired water leaks at Jack's Restaurant and also the 200 block of North Second Street (this line will be replaced next summer as part of the North Second Street Water Line project). Staff continued to work with EcoLogic on the upcoming SCADA project. Grah and Dishion visited and toured the construction site of a 2.5 million gallon concrete water storage tank in Minden Nevada. The tank will take approximately two months to build. Crew removed and replaced more valves to the sludge drying beds. Staff continued working with Whiskey Creek on their grease interceptor issues.

In the month of October, construction began on the May, Willow and North Third Streets water line replacement project. Elsewhere, two failing curb stop valves were replaced and three new meters were installed. LADWP assisted the city with the installation of a power pole at Well 4. Crew cleaned a plugged sewer on Hammond Street. Additional routine monthly maintenance work was done throughout the city limits.

Staff and Commission Reports:

Grah shared with the commission information on the upcoming water projects of Church Street, Iris Street and North Second Street. All three projects are small and will replace 2 inch waterline. Road Project A will be advertised soon. The Head Works Project is still moving forward. Staff is working with the auditor on creating an appraisal value of the city's water and sewer lines. The request for proposals was released today on a new water storage tank. Grah created a chart showing five different categories on their water usage compared to the revenue paid to the city. These figures are estimates based on the water meters installed at various category locations and a total amount of revenue for the specific category during the past couple of months. Over the next year, more effect data will be available.

Cross asked staff if they have any information on the 20x2020 water conservation requirement the state is coming out with. Grah commented that he believes it is directed to urban water systems with over 3,000 customer accounts and we would not be required to follow. Grah stated he would look into this and get back to the commission.

Cross also questioned if SCE had recently visited with the City to perform efficiency testing on water pumps. Dishion stated that SCE did testing at Well 2 and Well 4 and are awaiting the results.

Grah informed the commission that Proposition 26 passed. Prop 26 is similar to Prop 218 that impacts water and sewer rates and what water agencies are required to follow with implementing rates. The water leak the City had at Jack's restaurant was able to be found thanks to Mammoth Community Water District helping out with their acoustic water leak detection. The City is

currently working with a firm that provides leak detection and will bring the information to the next City Council meeting for approval.

Thomas shared with the commission a flyer relating to grease. The flier has been on the City's website. Bhakta asked if we could make a copy of the flyer in Spanish. Thomas will contact Jeff Griffiths, City of Bishop Mayor, who is fluent in Spanish to assist. Also, local radio stations are broadcasting three new ads for the City, backflow winterizing, rebate information and holiday grease prevention. Different ads will run the beginning of November, the first week in December, and around the upcoming holidays. Thomas spoke with Ed Morse of Bishop Nursery regarding coming back to share with the Commission his results from Bishop Care Center's irrigation system. Morse again was not available to attend this meeting. Commission agrees to wait for Morse to contact the City to present his findings.

Items to Be Discussed at the Meeting of 11 January 2011:

- Discuss joint meeting with City Council scheduled for 24 January 2011
- Debit/Credit card payment option update
- Rebate program update
- March meeting date confirmation
- Grease flyer in Spanish
- Meter readings
- Cash balance and revenue and expenditures update on water and sewer reserves

Chairman Cross adjourned the meeting at 8:32 P.M. The next regularly scheduled meeting will be Tuesday, 11 January 2011 at 7:00 P.M. in the City Council Chambers.

Forrest Cross, Chairman

Michele Thomas, Secretary