



# 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**

15 March 2011

#### **Call To Order:**

Chairman Cross called the meeting to order at 7:02 P.M.

#### **Pledge of Allegiance:**

The Pledge of Allegiance was led by Chairman Cross

#### **Commissioners Present:**

Cross, Underhill, Mathieu, and Bhakta

#### **Commissioners Absent:**

Pecsi

#### **Others Present:**

Dave Grah, Public Works Director  
Deston Dishion, Public Works Superintendent  
Michele Thomas, Secretary  
Terri Dean, Pioneer Cemetery  
Tom Marshall, Pioneer Cemetery

#### **Public Comment**

None

#### **Correspondence**

None

#### **(1) Approval of the Minutes**

Commissioner Underhill moved to approve the minutes of the 11 January and 24 January meetings as written and motion carried.

#### **New Business:**

##### **(2) Incentive program radio spots**

Thomas has contacted the local radio stations for pricing on radio advertising for the City's water incentive program. We previously teamed up with Mammoth Community Water District (MCWD) to advertise both our rebate programs. This time, we would like to be more specific to our incentive program and advertise on the two local radio stations KIBS and Sierra Wave,

possible place an ad in the Inyo Register and do a commercial on the local TV station Sierra Wave. The commission supported the use of up to \$2000 for advertisement from the incentive program budget for the remainder of the fiscal year.

### **(3) Water service to Pioneer Cemetery**

Terri Dean, District Administrator and Tom Marshall, Grounds Keeper from the Pioneer Cemetery are here to inquire about connecting to the City of Bishop water system. Grah stated that the cemetery sits on two parcels, one about 4.05 acres outside the city limits and one about 0.37 acres inside the city. The cemetery currently uses a private well for water but the city provides sewer service. Due to issues with the cemetery's current well, they have inquired if a connection to the city's water system is possible and what the costs and logistics of a connection would be. The city does have connections outside the city limits, two churches on West Line Street. The connections are done under contract with connection fees and monthly charges based on the church category. Since there is no category for cemeteries in the Bishop fee system, presumably water use would be mostly irrigation and could be based on EDU's. A reasonable assessment of EDU's could be developed assuming water usage at the cemetery would be similar to irrigation usage at the Bishop City Park. During the 2010 calendar year, the park used an average of 4,054 gallons of water per acre per day. This calculated out to 7.5 EDU's per irrigated acre. If the cemetery is 4.42 acres total and if it is assumed 80% of that is irrigated, it would use water at the same rate as about 26.7 average EDU's which would seem to result in excessive charge. Since the biggest impact of the cemetery connecting to the system would be increased pumping costs, a reasonable way to determine monthly fees could take into account "base" and "usage" portions of the per EDU fees. Grah came up with a more reasonable charge in an amount of \$192, equivalent to 6 EDU's. Monthly fees could be adjusted yearly based on meter readings the previous year. The cemetery has one toilet and the connection fees could be based on the one EDU which would result to \$5000, in addition to the cost of constructing the connection into the system including a meter.

Mathieu asked if the amount seemed too low when there would be so much irrigation to water. Dean explained that they only water 6 months of the year. Grah added that there would be a meter installed and we would be able to adjust the charges each year. Cross asked where the service would connect to for the cemetery and what size pipe would be used. Grah believes the water line would connect from the line on Pioneer Lane and the size of the pipe would be the cemeteries decision. Dean then asked about cost for piping and meters. Dishion will look into prices for the materials and send Dean the information.

The contract would be between the City and the Cemetery District. Action would need to be taken by the City Council and the Cemetery District Board. Cross asked if the contract would be permanent or reviewed yearly. Grah stated it would be a permanent contract. The yearly review would be based on water consumption and charging appropriate fees for usage.

The commission agrees the connection with the Pioneer Cemetery would be feasible. The city will wait to hear back from the Pioneer Cemetery Board on whether they would like to continue with a contract to connect to the city's water line.

**(4) Jims memo – joint meeting**

At the 24 January Joint Meeting with the City Council, there was discussion on the duties of the commission. This memo was not provided to the Water Sewer Commission at the meeting and Jim Southworth, City Administrator asked it to be given at tonight's meeting.

**(5) Elections**

Chairman Cross turned the nominations over to the Dave Grah, Director of Public Works. A call for nominations for the position of chairman was made. Commissioner Mathieu nominated to re-elect Forrest Cross. No further nominations were received. Roll call was taken to close the nominations for chairman and passed unanimously.

A roll call vote was taken for the election of Forrest Cross for Chairman. Ayes: Mathieu, Cross, Bhakta, Underhill. Forrest Cross will serve another one-year term as Chairman.

Re-elected Chairman Cross opened nominations for the position of Vice-Chairman and Commissioner Mathieu nominated Joe Pecsí. Commissioner Bhakta nominated to re-elect Underhill. No further nominations were received. Roll call was taken to close the nominations for chairman and passed unanimously.

A roll call vote was taken for the election of Joe Pecsí for Vice-Chairman. Ayes: Mathieu, Bhakta, Underhill, Cross. A roll call vote was taken for the election of Cheryl Underhill for Vice-Chairman. Noes: Mathieu, Bhakta, Cross, Underhill. Joe Pecsí will serve a one-year term as Vice-Chairman.

**Old Business:**

**(6) Debit/Credit card payment option update**

Thomas explained that she spoke to the Union Bank Representative regarding the program to add the option of debit/credit card to be used to make payments to the city. The original program we were looking into has not launched but the representative stated that it would only be offered to entities that are processing \$5 million in credit card volume. There is another program that is currently available but customers will not be able to use Visa or American Express cards. Thomas expressed her concerns regarding the program that with the inability to use Visa would not be favorable to the customers as well as she feels most customers would not be interested in paying the convenience fees associated. Also, the work amount involved for staff would also increase whether or not the service is used. The commission agreed unanimously the program would not be beneficial to the city at this time.

**(7) Rebate program update**

At the 9 November and 11 January commission meetings, there was discussion about updating the rebate program to include a sprinkler system incentive and backflow device. Staff has come up with an appropriate value of a sprinkler system rebate of \$100 to \$250. The water customer would need a plumbing permit, install a timer and a backflow device to receive the money. Cross' main concern is who determines what the definition is of a sprinkler system. He feels there should be regulations on an appropriate size of irrigation compared to the size of landscaping on the property. Grah said that staff would come up with a percentage of square footage of the landscaping necessary to qualify for the incentive. The commission supported the

addition of a \$250 sprinkler system incentive to our rebate program that will include a timer and waiving the plumbing permit fees.

**(8) Meter Readings**

Meter readings are for staff information only the city currently does not charge by meters. During this time a year, water usage is down. The meters installed on commercial landscaping show that businesses are not irrigating during these winter months. Dishion brought up the last rate study, and the information regarding high usage for gas stations, meters installed at these categories does show a significant amount of water usage.

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

We are continuing to calculate a capital and a noncapital portion of the cash balance. Sewer balances have been climbing since August 2010. With Road Improvement Project A sewer work going on currently, the balance will be impacted. The water balance is down substantially from its high in August 2010 due to the May-Willow-North Third Streets water line project completed. With Project A water work and also three upcoming water line projects, the water balance will also be impacted.

**(10) Public Works reports January and February**

In January, bids for Road Improvement Project A were opened and Qualcon of Minden Nevada was awarded the contract. The radio towers have been installed for SCADA. Dishion assisted a water customer on Sneden Street who complained his family has been sick recently and was concerned the city water could be the cause. Samples were taken and tested and came back negative. Crew installed a check valve on a sewer lateral at 1280 North Main Street. Repairs were made on sewer manholes. The diversion at Wye Road was turned on continuously and there have not been any backups since.

During February, Qualcon began water work on Project A. Staff interviewed consultants for the Tank project and selected Resource Concepts of Minden Nevada. Crew began construction of an H-Flume at the 40 acre pasture to measure flow of discharged water.

**Staff and Commission Reports:**

Grah shared that Project A is under construction with \$127, 000 of water work and \$97,000 of sewer work. The project will include 900 feet of new water line and 1100 of new sewer line. The project should be complete in May.

Of the three upcoming water line projects, bids for North Second will open 1 April. Iris Street will advertise around the first of April and Church Street will advertise in May. Construction will go on during the spring and summer.

Work on the Headworks project continues to move forward slowly. A new screen and new grit removal will be installed at the wastewater treatment plant. We are continuing work with a consultant on the best way to approach the remainder of the project.

Thomas shared with the commission the sewer ad that was created last year has now been written in Spanish. We have been working with a person in the area who transcribes English to Spanish. We also used her for a Project A letter that went out for residents in the area.

**Items to be Discussed at the Meeting of 10 May 2011:**

- Rebate program update
- Meter readings
- Cash balance and revenue and expenditures update on water and sewer reserves

Chairman Cross adjourned the meeting at 8:27 P.M. The next regularly scheduled meeting will be Tuesday, 10 May 2011 at 7:00 P.M. in the City Council Chambers.

---

Forrest Cross, Chairman

---

Michele Thomas, Secretary