

THE BISHOP AREA WASTEWATER AUTHORITY BOARD OF DIRECTORS MEETING AGENDA

January 17, 2023

City Council Chambers – 301 West Line Street
Bishop, California 93514

NOTICE TO THE PUBLIC: Please be advised that the Council Chambers are currently open to the public. This meeting is accessible to the public in person or via Zoom video conference. Individual Board Members may participate remotely in accordance with applicable open meeting law requirements. In-person meetings will be conducted in accordance with local and State Department of Public Health orders and guidance and requirements of the California Division of Occupational Safety and Health (CalOSHA).

The public is encouraged to participate or observe this meeting by:

1. Attending this meeting in person at the City of Bishop City Council Chambers located at 301 West Line Street in Bishop, California.
2. Attending this meeting via Zoom video conference by linking to the following site:
https://us02web.zoom.us/webinar/register/WN_e_W0L1k5QsOHb6sfx_WDGg

Public comments may be made:

1. In person: Live at the meeting. Members of the public desiring to speak on a matter appearing on the agenda should ask the Chairman for the opportunity to be heard when the item comes up for Board consideration. Comments for all agenda items are limited to a speaking time of three minutes.
2. Via Zoom: If you choose to join the Board Meeting via Zoom video conference you will be able to utilize the “Raise Hand” feature to make a public comment and the Chairman will call on those who wish to speak at the appropriate time, not to exceed three minutes.
3. In writing: Please email publicworks@cityofbishop.com and write “Public Comment” in the subject line. In the body of the email, include the item number and/or title of the item as well as your comments. All comments received by 3:00 p.m. the day prior to the meeting will be emailed to the Board of Directors and included as an attachment under the Agenda’s Item Number as “Public Comment”. Those comments received after 3:00 p.m. will be added to the record and shared with the Board members after the meeting. You may also hand deliver public comments to the City drop/payment box located at the Church Street entrance to City Hall on or before the deadline noted above.

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. Government Code § 54957.5(b)(1). Copies will also be provided at the appropriate meeting.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in this meeting, please contact the City Clerk at 760-873-5863 Extension 24. Notification at least 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].

TUESDAY, January 17, 2023
8:00 A.M.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC COMMENT: NOTICE TO THE PUBLIC:** See modified public comment procedure above. Under California law the Board of Directors is prohibited from generally discussing or taking action on items not included in the agenda; however, the Board of Directors may briefly respond to comments or questions received from members of the public. Therefore, the Board of Directors will be provided with all public comments but will not generally discuss the matter or take action on it.
- 5. CONSENT CALENDAR – NOTICE TO THE PUBLIC:** All matters under the Consent Calendar are considered routine by the Authority and will be acted on by one motion.
 - A. FOR APPROVAL/FILING**
 1. Board of Directors of the Bishop Area Wastewater Authority Meeting Minutes – July 19, 2022
 2. Appoint Nora Gamino, City of Bishop Director of Public Works, as Administrator for the purposes of managing and administering the Authority.
 3. Appoint Deston Dishion, City of Bishop City Administrator, as Treasurer/Controller to the Authority.
- 6. NEW BUSINESS**
 - A. Mid-Year Budget Review**
- 7. STAFF AND BOARD REPORTS**
- 8. ADJOURNMENT:** The next regularly scheduled meeting of the Bishop Area Wastewater Authority will be April 18, 2023, at 8:00 a.m. in the Bishop City Council Chambers, 301 West Line Street, Bishop.

BISHOP AREA WASTEWATER AUTHORITY
BOARD OF DIRECTORS
MEETING MINUTES
July 19, 2022

1. CALL TO ORDER

Chairman Pachucki called the Bishop Area Wastewater Authority Board of Directors Meeting to order at 8:05 a.m. in the City Council Chambers, 301 West Line Street, Bishop, California in-person and via Zoom.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairman Pachucki

3. ROLL CALL

Present:

Chairman Pachucki
Vice Chairman Muchovej
Board Member Stone
Board Member Schwartz

Absent:

None

Others Present:

Deston Dishion, Authority Administrator
Michele Rhew, Authority Secretary
Ward Simmons, Legal Counsel
Jennifer Krafcheck, Eastern Sierra Community Service District
Steve Nixon, Eastern Sierra Community Service District

4. PUBLIC COMMENT: NOTICE TO THE PUBLIC: See modified public comment procedure above. Under California law the Board of Directors is prohibited from generally discussing or taking action on items not included in the agenda; however, the Board of Directors may briefly respond to comments or questions received from members of the public. Therefore, the Board of Directors will be provided with all public comments but will not generally discuss the matter or take action on it.

There were no public comments received.

5. CONSENT CALENDAR – NOTICE TO THE PUBLIC: All matters under the Consent Calendar are considered routine by the Authority and will be acted on by one motion.
- A. FOR APPROVAL/FILING

1. Board of Directors of the Bishop Area Wastewater Authority Meeting Minutes
– April 19, 2022

Chairman Pachucki opened the item and asked for comments from the Board.

No comments were made.

Board Member Stone made a motion to approve the Consent Calendar and Vice Chairman Muchovej seconded the motion. Motion approved 4-0.

Ayes: Vice Chairman Muchovej, Board Members Schwartz and Stone, and Chairman Pachucki

Noes: None

Abstain: None

6. NEW BUSINESS

A. Approve Fiscal Year 2022-2023 Budget

Chairman Pachucki opened the item and turned it over to Authority Administrator Dishion to review with the Board.

Dishion pointed out highlights in the budget and updated the Board on the land sale progress with Los Angeles Department of Water and Power.

Vice Chairman Muchovej requested the Board revisit the budget before decisions are made regarding the irrigation project. Dishion suggested a mid-year budget review in the first quarter of 2023.

Board Member Stone asked about Errors and Omissions insurance and Dishion explained that the cost is included in the liability insurance.

Additional discussion included funding through National Resources Conservation Service (NRCS).

No further discussion or comments were made.

Chairman Muchovej made a motion to approve the Fiscal Year 2022-2023 Budget and Board Member Schwartz seconded the motion. Motion approved 4-0.

Ayes: Vice Chairman Muchovej, Board Members Schwartz and Stone, and Chairman Pachucki

Noes: None

Abstain: None

B. AB361 Update

Chairman Pachucki opened the item and asked if resolutions brought before the Board are read by title and Legal Counsel Ward said yes. Pachucki asked for briefing on the item.

Secretary Rhew explained the reasoning for the AB361 update.

No further discussion or comments were made.

Chairman Muchovej made a motion to approve the AB361 Resolution and Board Member Schwartz seconded the motion. Motion approved 4-0.

Ayes: Vice Chairman Muchovej, Board Members Schwartz and Stone, and Chairman Pachucki

Noes: None

Abstain: None

C. Approve Lumos Proposal for Plant Flow Assessment

Chairman Pachucki opened the item and turned it over to Authority Administrator Dishion to review with the Board.

Vice Chairman Muchovej asked for a projected flow over both a 20- and 50-year horizon from Lumos. Dishion explained that the ultimate goal will be a build-out number that should be over 50 years.

No further discussion or comments were made.

Board Member Stone made a motion to approve the Lumos Contract for Plant Flow Assessment and Vice Board Member Schwartz seconded the motion. Motion approved 4-0.

Ayes: Vice Chairman Muchovej, Board Members Schwartz and Stone, and Chairman Pachucki

Noes: None

Abstain: None

D. Election of Officers

Chairman Pachucki opened the item and turned it over to Authority Administrator Dishion. Dishion asked Authority Secretary Rhew to conduct the Election of Officers.

Rhew called for nominations for Chairman. Board Member Stone renominated Pachucki to serve as Chairman and Board Member Schwartz seconded the nomination. No other nominations were made.

Vice Chairman Muchovej made a motion to close nominations and Schwartz seconded the motion.

Rhew took roll call to close nominations for Chairman. Motion passed 4-0.

Ayes: Vice Chairman Muchovej, Board Member Stone, Board Member Schwartz, and Chairman Pachucki

Noes: None

Rhew took roll call to re-elect Pachucki for Chairman. Motion passed 3-0.

Ayes: Vice Chairman Muchovej, Board Member Stone, and Board Member Schwartz

Abstain: Chairman Pachucki

Noes: None

Pachucki will serve as Chairman for another year.

Pachucki called for nominations for Vice Chairman. Board Member Schwartz renominated Muchovej to serve as Vice Chairman and Board Member Stone seconded the nomination. No other nominations were made.

Vice Chairman Muchovej made a motion to close.

Rhew took roll call to close nominations for Vice Chairman. Motion passed 4-0.

Ayes: Vice Chairman Muchovej, Board Member Stone, Board Member Schwartz, and Chairman Pachucki

Noes: None

Rhew took roll call to re-elect Muchovej for Vice Chairman. Motion passed 3-0.

Ayes: Chairman Pachucki, Board Member Stone, and Board Member Schwartz

Abstain: Vice Chairman Muchovej

Noes: None

Muchovej will serve as Vice Chairman for another year.

7. STAFF AND BOARD REPORTS

Secretary Rhew shared with the Board that the 2022 Local Agency Biennial Notice was filed with the County Clerk's office.

Authority Administrator Dishion reported on the land sale and the selection of the City of Bishop Public Works Director.

Chairman Pachucki reported on the Eastern Sierra Community Service District meter reading project.

Legal Counsel Ward shared that his team is monitoring the changes to the Brown Act in Sacramento and will report to the Board when information is available.

No further reports were made.

8. ADJOURNMENT: The next regularly scheduled meeting of the Bishop Area Wastewater Authority Board of Directors will be October 18, at 8:00 a.m. in the Bishop City Council Chambers, 301 West Line Street, Bishop.

Chairman Pachucki adjourned the meeting at 8:47 a.m. to the next regularly scheduled meeting on October 18, 2022.

Chairman Pachucki

Michele Rhew, Secretary

STAFF REPORT

To: Bishop Area Wastewater Authority Board
From: Nora Gamino, Administrator
Subject: Mid-Year Budget Review
Attachments: 2022/2023 Mid-Year Budget Review Worksheet
Expenses-to-Date Worksheet
Prepared on: January 12, 2023
Approved By: _____
Nora Gamino, Administrator

Background/History:

At the July 19th, 2022 Board Meeting, a mid-year budget review was suggested for the January Board Meeting.

Analysis/Discussion:

Attached is the Mid-Year budget worksheet showing the 22/23 approved budget, 22/23 current year expenditures for each line item, and 23/24 proposed budget line items. An expenses-to-date worksheet is also attached for comparison.

Under Line Item 006 Capital, Irrigation Design, Irrigation Project (Construction), and CEQA Irrigation Project line items will be removed for the current fiscal year. DWP Land Acquisition will be added for the 23/24 FY. These changes will affect the current budget (-\$3,135,000.00).

There are also a few additional expenses under Line Item 003 Professional Services that have been added to the budget for the current year and future budget years.

Budget Impacts:

A decrease in the 22/23 FY budget of (-\$3,133,771.05) with the changes in Capital and Professional Services line items noted.

Recommendation:

Approve the 2022/2023 Mid-Year Budget as presented.

**BAWA
22/23
Mid-Year Budget Review**

Discription	22/23 Approved		22/23 Actual		23/24 Proposed	
001 Legal Fees						
Attend Quarterly Meetings via Zoom (4 X \$500)	\$	2,000.00	\$	295.00	\$	2,000.00
Miscellaneous Legal Fees	\$	2,000.00	\$	374.60	\$	2,000.00
		\$ 4,000.00		\$ 669.60		\$ 4,000.00
002 Insurance						
Board Errors and Omissions	\$	-			\$	-
Liability	\$	750.00	\$	750.00	\$	750.00
Pollution	\$	-			\$	-
		\$ 750.00		\$ 750.00		\$ 750.00
003 Professional Services						
Sierra Analytical	\$	-	\$	-	\$	-
Quarterly Monitor Well Samples (13 wells X \$85 X 4)	\$	4,500.00	\$	-	\$	4,500.00
Monthly Nitrogen (Influent and Discharge Samples)(\$125 X 4 X 12)	\$	6,000.00	\$	-	\$	6,000.00
Inyo Register (Advertisements)	\$	-	\$	48.95	\$	50.00
Eastern California Water Association (Grant Writing Services - Enhanced Flood Irrigation)	\$	-	\$	1,000.00	\$	1,000.00
CBT (Web Hosting)	\$	-	\$	180.00	\$	180.00
SWRCB (Water Board) -Recycled Water Fees	\$	2,800.00	\$	-	\$	2,800.00
Grant Writing	\$	5,000.00	\$	-	\$	5,000.00
GIS Support (Inyo County)	\$	500.00	\$	47.80	\$	500.00
Consultant Fees (Title 22) - Lumos & Assoc.	\$	-	\$	3,600.00		
Consultant Fees (Feasibility Study)	\$	25,000.00	\$	-	\$	25,000.00
Other Consultant Fees	\$	5,000.00	\$	-	\$	5,000.00
		\$ 48,800.00		\$ 4,876.75		\$ 50,030.00
004 Staff Time						
Administrator	\$	25,000.00	\$	13,390.85	\$	25,000.00
Treasurer/Controller	\$	-	\$	-	\$	-
Board Clerk	\$	3,300.00	\$	3,054.39	\$	3,300.00
		\$ 28,300.00		\$ 16,445.24		\$ 28,300.00

**BAWA
22/23
Mid-Year Budget Review**

005 Permitting Fees						
Discharge Fees	\$ 2,848.00				\$ 2,848.00	
		\$ 2,848.00		\$ -		\$ 2,848.00
006 Capital	\$ -				\$ -	
Irrigation Design	\$ 10,000.00	remove	\$ -		\$ -	
Irrigation Project (Construction)	\$ 3,100,000.00	remove	\$ -		\$ -	
CEQA Irrigation Project	\$ 25,000.00	remove	\$ -		\$ -	
DWP Land Acquisition					\$ 684,600.00	
		\$ 3,135,000.00		\$ -		\$ 684,600.00
Total Budget		\$ 3,219,698.00		\$ 22,741.59		\$ 770,528.00

Bishop Area Wastewater Authority
Fiscal Year 2022 - 2023

DATE	VENDOR	AMOUNT	CITY COST	ESCSO COST
7/5/2022	Inyo Register	\$ 48.95	\$ 24.48	\$ 24.47
7/6/2022	Eastern California	\$ 1,000.00	\$ 500.00	\$ 500.00
7/31/2022	Inyo County Information Services	\$ 47.80	\$ 23.90	\$ 23.90
8/2/2022	Best Best & Krieger	\$ 669.60	\$ 334.80	\$ 334.80
8/9/2022	City of Bishop - Staff Time	\$ 16,445.24	\$ 8,222.62	\$ 8,222.62
10/14/2022	Lumos and Associates, Inc.	\$ 2,400.00	\$ 1,200.00	\$ 1,200.00
11/7/2022	CBT - Website Hosting	\$ 180.00	\$ 90.00	\$ 90.00
12/2/2022	Lumos and Associates, Inc.	\$ 1,200.00	\$ 600.00	\$ 600.00
12/14/2022	Utility Resource Insurance Services	\$ 750.00	\$ 375.00	\$ 375.00
		\$ 22,741.59	\$ 11,370.80	\$ 11,370.79
	Best Best & Krieger	\$ 669.60	\$ 334.80	\$ 334.80
	Lumos and Associates, Inc.	\$ 3,600.00	\$ 1,800.00	\$ 1,800.00
	Insurance	\$ 750.00	\$ 375.00	\$ 375.00
	City Staff Time	\$ 16,445.24	\$ 8,222.62	\$ 8,222.62
	Other	\$ 1,276.75	\$ 638.38	\$ 638.37
	TOTAL:	\$ 22,741.59	\$ 11,370.80	\$ 11,370.79