

# Bishop Creek Water Association

## Monthly Board Meeting Agenda

December 12, 2023

7:00 pm

1. Opening and Introduction
2. Acceptance of the Monthly Board Meeting Summary for November 14, 2023
3. Approval of the November 2023 Financial Report
4. Discussion Regarding 2024 Budget
5. Bishop Creek Precipitation, Flow, and Storage Report
6. Old Business
  - a. Street Culverts:
    - a. Inyo County Road Department Policy regarding Plugged/Deteriorated Street Culverts
    - b. Role of BCWA in Blocked Street Culverts
    - c. Culvert Obstructions/Blockages at:
      - i. 3068 Laurel Rd;
      - ii. Grandview Dr at 3011 Morningside Dr;
      - iii. McLaren Rd;
      - iv. 2324 Wildrose Ln.; and
      - v. Sarah Way
    - b. Gate Tampering at S/S Barlow Ln at Underwood Ln
    - c. Ditch Relocation at NW corner of Carol Ln. (parcel no 011-510-27)
    - d. Water Rights Filing
    - e. Membership Reconciliation (mapping)
    - f. Collection of Past Due Assessments
    - g. Ditch Diversion Box Repair/Rebuild Project
    - h. Bishop Tribe BCWA Membership?
7. Watermaster Report
8. New Business
  - a. Other (by Board or members in good standing)
9. Next Meetings:
  - a. Monthly Board – December 12, 2023, at 7:00 pm
  - b. Annual Meeting – January 29, 2024 at 7:00 pm
10. Adjournment

Bishop Creek Water Association  
Annual Meeting Summary  
November 14, 2023  
7:00 pm  
Meeting Conducted in Person and via Zoom

**1. Opening and Introduction**

BWCA meeting called to order 7:03 pm. Trustees in attendance: Merry Armstrong, Gene Coufal, Don Kunze, Eric Tillemans and Mark Frumkin. Watermaster Matt Durkee was present.

**2. Acceptance of the Monthly Board Meeting Summary for October 10, 2023**

The October 10<sup>th</sup>, 2023, meeting summary was accepted as written.

**3. Approval of the October 2023 Financial Report**

The financial report for October 2023 was approved unanimously.

**4. Bishop Creek Precipitation, Flow, and Storage Report**

SCE has been holding Bishop Creek outflow steady at around 85 cfs.

**5. Old Business**

**a. Flow Regulation on Reinhackle Ditch at Mt. Tom Rd.**

Gene, Merry and George Lozito met onsite and discussed the outflow from various diversions on the Reinhackle Ditch.

**b. Culvert Blockage at 3068 Laurel**

Gene will contact Eastern Sierra Community Service District to see if they can clear the street culvert.

**c. Gate Tampering at S/S Barlow Ln at Underwood Ln**

Camera captured vandalism/tampering at the headgate on Oct 21, 2023. Gene will report to the Inyo County Sherriff regarding violation of IC Code PC594, and Matt will remove the camera.

**d. Water Rights Filing**

In progress, Gene is working with DWP.

**e. Membership Reconciliation (mapping)**

Gene and Matt reviewed and revised the maps. Mary will make a final review of the maps, and reconcile BCWA database with database received from Inyo County Assessor's office.

**f. Obstructed Street Culvert on Sarah Way**

Don will discuss with the downstream property owner.

**g. Collection of Past Due Assessments**

On hold, pending availability of the reconciled database.

**h. Ditch Diversion Box Repair/Rebuild Project**

Gene is pursuing funding.

**i. Ditch Relocation at NW corner of Carol Ln (parcel no 011-510-27)**

Matt will contact the owner to get an update on the project.

- j. **Inyo County Road Department Policy Re: Plugged/Deteriorated Street Culverts**  
No change, awaiting input from Inyo County.
- k. **Bishop Tribe BCWA Membership**  
Awaiting a response from Bishop Tribe.
- 6. **Watermaster Report**  
Matt received 27 calls and 13 texts in September.
- 7. **New Business**
  - a. Tom Cheshire discussed a plugging issue with a street culvert at 2324 Wildrose Lane. He suggests that the water be turned off for two months each fall for ditch cleaning.
- 8. **Next Monthly Board Meeting– The next monthly Board meeting will be held on December 12th, 2023, at 7:00 p.m. at the Inyo County Board of Education Facility, Lozito Conference Center, 166 Grandview Dr., Bishop**
- 9. **Adjournment**  
The meeting was adjourned at 8:05 p.m.

Respectfully Submitted,

 for Eric Tillemans

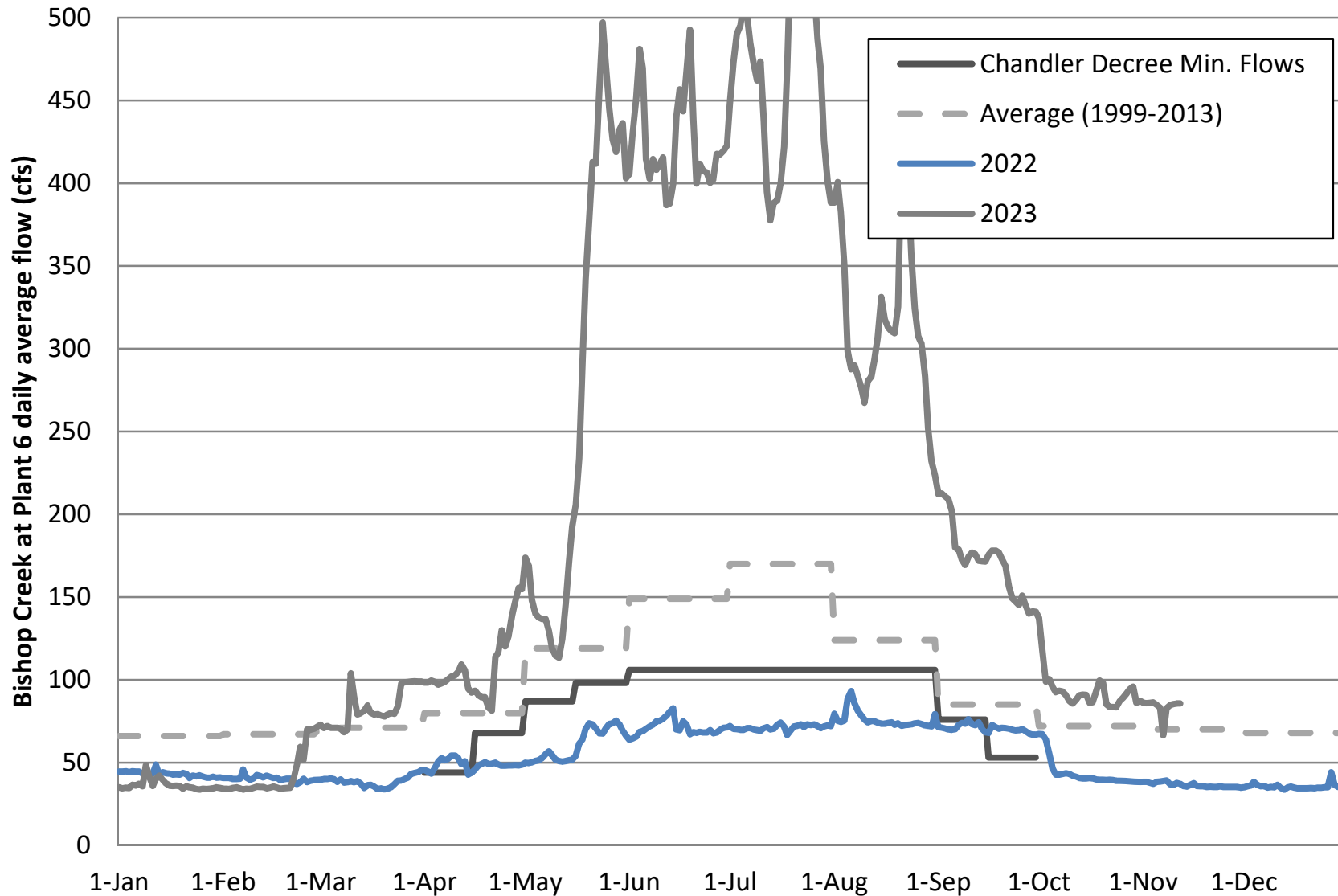
Eric Tillemans  
Secretary  
Bishop Creek Water Association

**BISHOP CREEK WATER ASSOCIATION**  
**FINANCIAL REPORT FOR THE MONTH**

**OCTOBER 2023**

CHECKING ACCOUNT BALANCE		\$	16,079.62
SAVINGS ACCOUNT BALANCE			<u>70,201.42</u>
TOTAL BANK BALANCES - September 30, 2023			86,281.04
<b>DEPOSITS:</b>			
Customer Deposits - Into Checking	\$	-	
Customer Deposits - Into Savings		48.94	
Workers Comp Refund		-	
Interest Income		-	
Transfer from Savings		-	
		<u>-</u>	
TOTAL DEPOSITS			48.94
<b>CHECKS WRITTEN:</b>			
Water Master Pay - 921.35 x 2	\$	1,842.70	
Truck Allowance - 225.00 x 2		450.00	
Additional Pay - Vacation Time		-	
Telephone		75.29	
Payroll Taxes - IRS		924.89	
Payroll Taxes - State		54.47	
Payroll Taxes - IRS Unemployment		-	
USPS - Stamps		-	
Alex Printing		354.83	
Cal Rural Water Insurance		-	
State Fund Insurance		460.50	
Holland & Allred - Quarterly Accounting		-	
USBank - Service Charge		16.00	
Don Kunze - Sign		-	
Transfer to Savings		-	
TOTAL CHECKS WRITTEN		<u>-</u>	<u>(4,178.68)</u>
USBANK CHECKING ACCOUNT	\$		11,900.94
USBANK SAVINGS ACCOUNT			40,250.36
USBANK TIME CERTIFICATE			10,000.00
USBANK TIME CERTIFICATE			<u>20,000.00</u>
TOTAL BANK BALANCES - October 31, 2023	\$		82,151.30

# Bishop Creek Flows at Plant 6



**Bishop Creek Water Association Monthly Meeting**

**Date** 11/11/23 \_\_\_\_\_

**Attendance Sheet**

Name	Address	Email
Merry Armstrong		
Don Kunze		
Mark Frumkin		
Eric Tillemans		
Gene Coufal		
Matt Durkee		
George Lozito		
Tom Cheshire		

**BISHOP CREEK WATER ASSOCIATION  
FINANCIAL REPORT FOR THE MONTH**

**NOVEMBER 2023**

USBANK CHECKING ACCOUNT	\$	11,900.94
USBANK SAVINGS ACCOUNT		40,250.36
USBANK TIME CERTIFICATE		10,000.00
USBANK TIME CERTIFICATE		<u>20,000.00</u>

TOTAL BANK BALANCES - October 31, 2023 82,151.30

**DEPOSITS:**

Customer Deposits - Into Checking	\$	1,330.40
Customer Deposits - Into Savings		-
Workers Comp Refund		-
Interest Income		145.81
Transfer from Savings		<u>-</u>

TOTAL DEPOSITS 1,476.21

**CHECKS WRITTEN:**

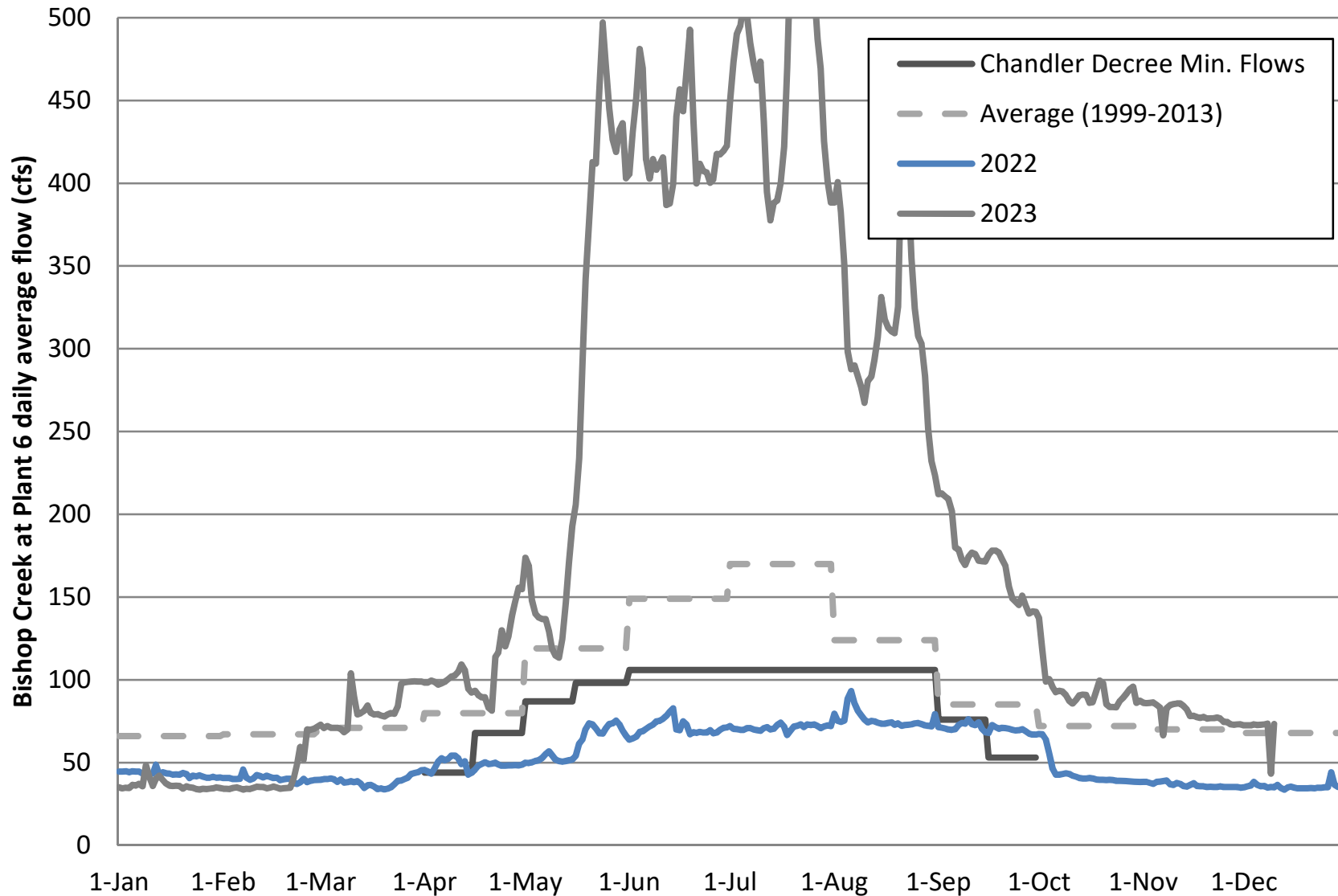
Water Master Pay -	921.35 x 2	\$	1,842.70
Truck Allowance -	225.00 x 2		450.00
Additional Pay - Vacation Time			-
Telephone			75.29
Payroll Taxes - IRS			-
Payroll Taxes - State			-
Payroll Taxes - IRS Unemployment			-
USPS - Stamps			-
Alex Printing			-
Cal Rural Water Insurance			-
State Fund Insurance			-
Holland & Allred - Quarterly Accounting			1,092.45
USBank - Service Charge			-
Transfer to Savings			<u>-</u>

TOTAL CHECKS WRITTEN (3,460.44)

USBANK CHECKING ACCOUNT	\$	9,770.90
USBANK SAVINGS ACCOUNT		40,396.17
USBANK TIME CERTIFICATE		10,000.00
USBANK TIME CERTIFICATE		<u>20,000.00</u>

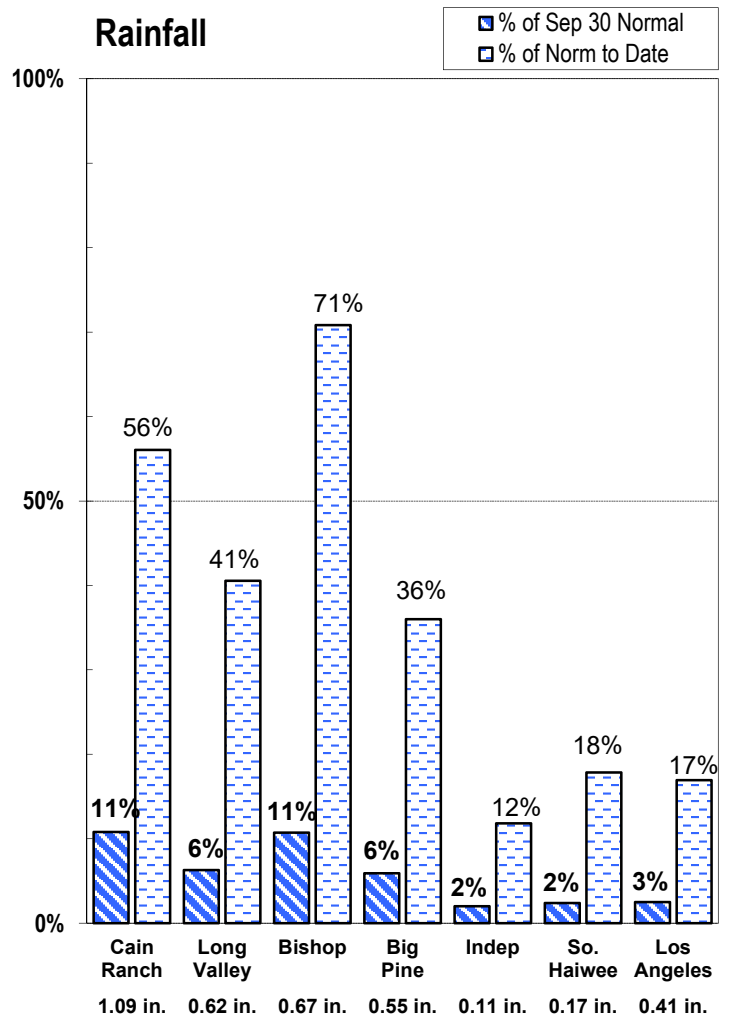
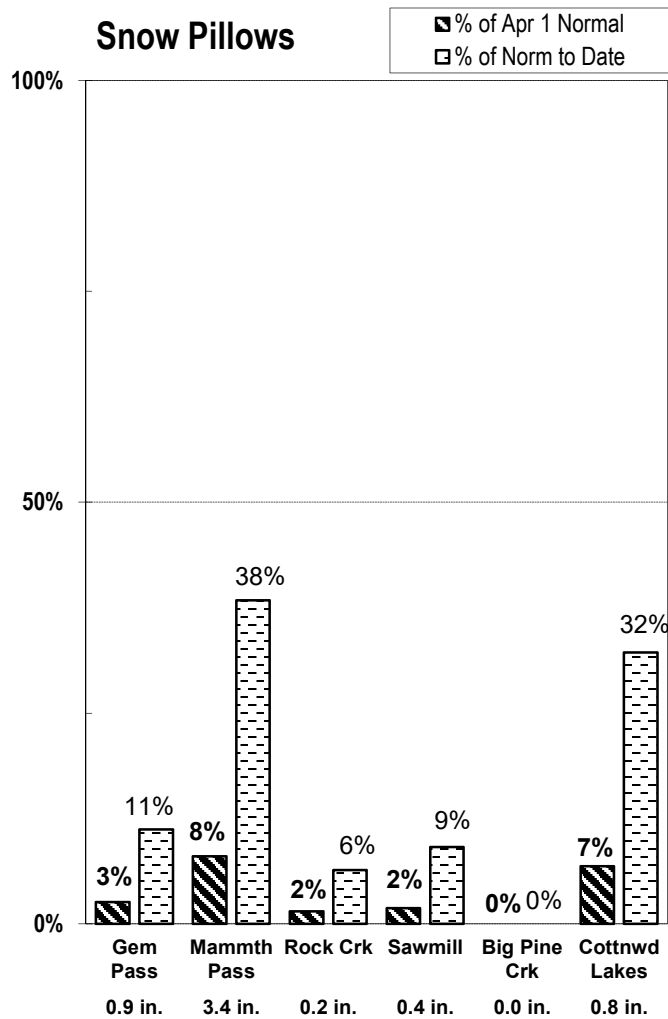
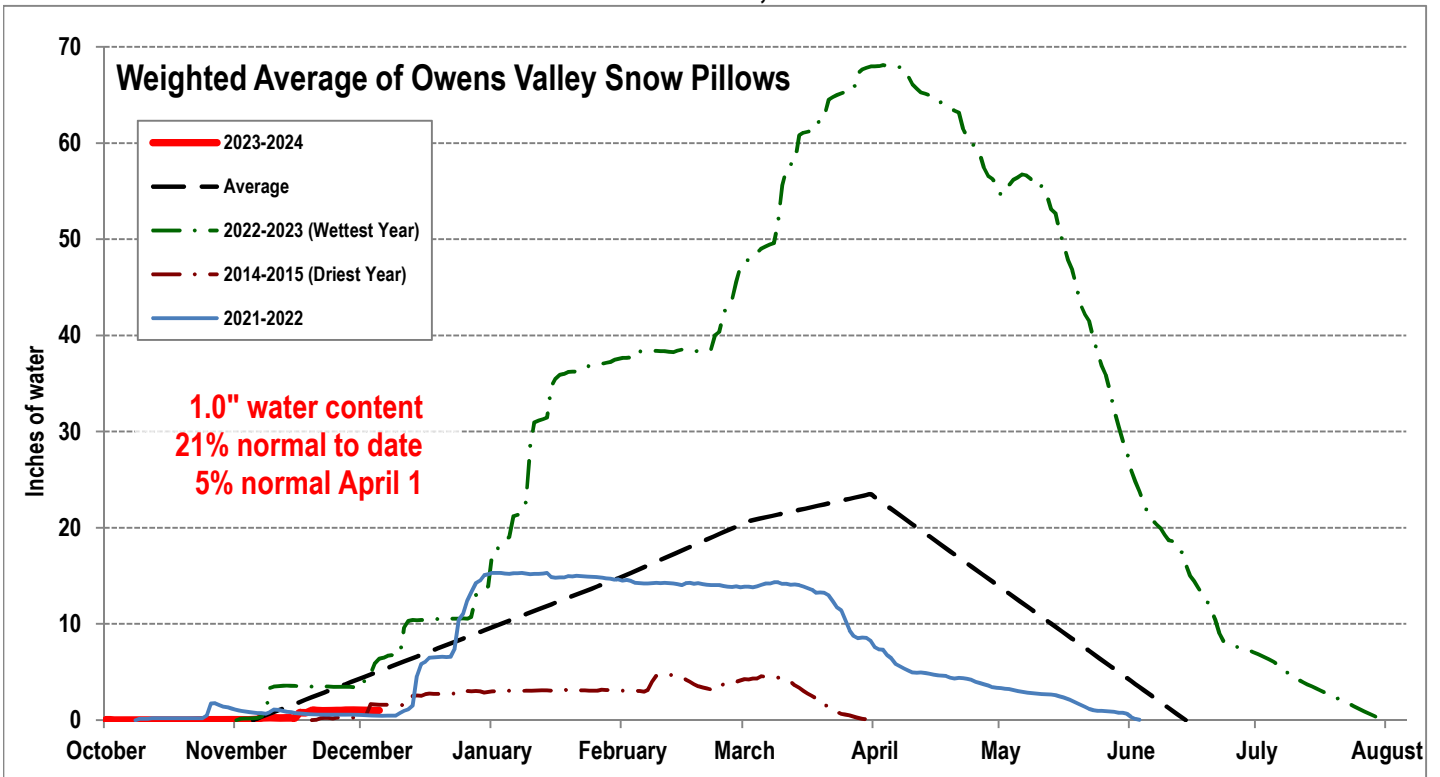
TOTAL BANK BALANCES - November 30, 2023 \$ 80,167.07

# Bishop Creek Flows at Plant 6





# EASTERN SIERRA CURRENT PRECIPITATION CONDITIONS December 5, 2023



*Measurement as Inches Water Content; Precipitation totals are cumulative for water year beginning Oct 1*

**Proposed      2024      Budget**

INCOME	2021 Actual	2022 Actual	2023 Approved	2024 Proposed
Assessment Rates	\$40/\$2.90	\$40/\$2.90	\$40/\$2.90	\$40/\$2.90
Parcels	\$34,880.00	\$35,040.00	\$33,840.00	\$33,840.00
DWP (6473.16)	\$18,777.90	\$18,777.90	\$18,772.00	\$18,772.00
City of Bishop	\$580.00	\$580.00	\$580.00	\$580.00
John Deerter Highland Trailer Park (96)	\$278.40	\$278.40	\$278.00	\$278.00
Yaney LLC - Cottonwood Plaza (40.8)	\$244.00	\$120.00	\$282.00	\$282.00
Workers Comp. Refund	\$200.20	\$103.75		\$100.00
Culvert Repair Reimbursement				
Past Due Assessments	\$2,070.00	\$1,393.00	\$1,500.00	\$1,500.00
Late Fee Payment	\$519.78	\$581.40	\$400.00	\$400.00
Interest Income	\$29.41	\$25.67	\$30.00	\$1,200.00
<b>Total Income</b>	<b>\$57,579.69</b>	<b>\$56,900.12</b>	<b>\$55,682.00</b>	<b>\$56,952.00</b>
<b>EXPENSES</b>				
Watermaster Cost - Wage	\$22,185.96	\$21,356.88	\$24,250.00	\$26,250.00
Payroll Taxes	\$4,177.21	\$4,010.10	\$4,300.00	\$4,500.00
Workers Comp. Ins	\$2,202.93	\$2,262.53	\$2,400.00	\$2,400.00
Truck Allowance	\$4,800.00	\$5,050.00	\$5,400.00	\$5,700.00
Phone	\$965.55	\$792.53	\$750.00	\$800.00
Temp. Watermaster - wage	\$0	\$0.00	\$1,754.00	\$1,754.00
Accounting - Holland & Allred	\$3,550.32	\$3,569.48	\$3,420.00	\$3,650.00
Insurance CRWRMA	\$4,917.00	\$5,409.00	\$5,500.00	\$5,500.00
Printing	\$1,010.63	\$1,006.48	\$1,400.00	\$1,400.00
U.S.P.S.	\$641.00	\$704.00	\$900.00	\$900.00
Bank Service Charge	\$0	\$0.00	\$25.00	\$25.00
Website	\$0	\$980.00	\$450.00	\$500.00
Annual Board/Employes Dinner	\$0	\$0.00	\$1,100.00	\$1,100.00
Attorney Fees	\$390.00	\$1,500.00	\$5,000.00	\$5,000.00
Ditch cleaning & Gate repair	\$4,097.80	\$300.00	\$5,000.00	\$5,000.00
Security Camera		\$475.56		
Zoom	\$74.95	\$194.87	\$180.00	\$180.00
Improvement Projects	\$0	\$0.00	\$26,000.00	\$26,000.00
Steve Stevens (flowers)		\$100.00		
High Country Lumber		\$51.06		
<b>TOTAL EXPENSES</b>	<b>\$49,013.35</b>	<b>\$47,762.49</b>	<b>\$87,829.00</b>	<b>\$90,659.00</b>
<b>YEAR END BANK BALANCE</b>	<b>\$60,538.63</b>	<b>\$62,724.38</b>	<b>\$30,577.38</b>	

**10/30/2023**

# **SIERRA HIGHLANDS COMMUNITY SERVICES DISTRICT**

P.O. BOX 782 • BISHOP, CALIFORNIA 93515

---

December 4, 2023

Scott Marcellin, Supervisor  
Inyo County District 3  
[smarcellin@inyocounty.us](mailto:smarcellin@inyocounty.us)

## **Re: Inyo County Culvert Policy**

It has come to the Board's attention, that the Inyo County Road Department is taking the position that the Road Department is no longer responsible for the maintenance of neighborhood street culverts. Historically, Inyo County has maintained the culverts since they provide an essential part of street flood control. The catch-basins scattered throughout the area are, in most cases, directly linked to a culvert that conveys the water to a larger conveyance and eventually East to Department of Water and Power facilities. Case in point, the replacement of the culvert across Sierra Vista Way at Barlow Lane and repair of the culvert across Glenbrook Way and Barlow Lane that was undertaken by Inyo County Public Works. These projects were performed fairly recently, within the last 10 years. The responsibility of flood control, de-watering county roads, and maintaining safe road transportation has always been overseen by the County, as it is done in most other jurisdictions.

The argument that the primary function of the culverts is for the Bishop Creek Water Association is misleading in as much as, prior to the formation of the BCWA, most of the land that has been subdivided was originally used for agricultural businesses that were flood irrigated with the excess water conveyed through ditches and culverts. In addition, there are adverse impacts as a result of the position the County has taken that property owners, immediately upstream and downstream of a street culvert, are responsible for maintenance to the center of the street. It is not practical nor economical to have home owners (or contractors hired by them) excavate ditches, replace culverts, and backfill ditches to desired compaction, and then repave these areas.

This position directly affects the Sierra Highlands CSD as we own property at the corner of Barlow and Glenbrook with an adjoining culvert immediately downstream, making the District responsible for maintenance of that culvert. The District does not have the resources, the expertise, or the authority from our current insurance provider, to involve itself in the care and maintenance of such a structure. The District operates three (3) wells, two (2) hydro-pneumatic tanks, and a distribution system that provides reliable potable water to some 217 residences in West Bishop. Also, the District has a Board of five (5) Directors, a part-time General Manager and part-time Secretary, none of whom is equipped to evaluate the integrity of the culvert or to become involved in the unplugging or the cleaning of the culvert.



## Inyo County Culvert Policy

Page 2

Of equal concern is the position stated by the County that adjacent property owners are responsible for clearing culverts to the center of the street. This position leads to the question: Is the individual property owner also responsible for the integrity of the paved street adjoining their parcel and replacement of the paving when necessary? We, as a Board, are of the opinion that it is County government's responsibility to provide flood control **and** maintain all structures, including catch-basins and culverts, necessary for effecting that purpose. Again, following precedent set in the past, the local government, i.e., Inyo County, is the agency with the capability and therefore, the responsibility to undertake this commitment.

Our community members have put trust in the District to provide reliable potable water year after year. Any distractions from our primary function, such as inspecting and maintaining culverts, would potentially impact our water delivery service. In addition, any costs and liability associated with this activity would further strain the District's financial resources, thereby seriously compromising the ability to supply and distribute water. The County has more information about these existing culverts and is better equipped to perform whatever maintenance is required.

In closing, the Board of Directors of SHCSD, on behalf of all their members, are registering a strong protest to Inyo County's position of making adjacent property owners responsible for the ongoing functional condition of a culvert. Our Board is available to meet with you for discussions and clarification.

Kindest Regards from the Board of Directors of the Sierra Highlands Community Services District,

Randall Van Tassell, President

John Beischel

John Camphouse

Duane Buchholz

Bruce Kingsbury



Randall Van Tassell, President  
Sierra Highlands CSD

cc: Inyo County Board of Supervisors

District 1 Supervisor, Trina Orrill

[torrill@inyocounty.us](mailto:torrill@inyocounty.us)

District 2 Supervisor, Jeff Griffiths

[jgriffiths@inyocounty.us](mailto:jgriffiths@inyocounty.us)

District 4 Supervisor, Jen Roeser

[jroeser@inyocounty.us](mailto:jroeser@inyocounty.us)

District 5 Supervisor, Matt Kingsley

[mkingsley@inyocount.us](mailto:mkingsley@inyocount.us)

BCWA President, Gene Coufal

[nc3e@aol.com](mailto:nc3e@aol.com)