

Bishop Creek Water Association  
Monthly Board Meeting Agenda  
April 8, 2025  
7:00 pm

1. Opening and Introduction
2. Acceptance of the March 11 Monthly Board Meeting, and the March 24 Emergency Board Meeting Summary
3. Election of Board Officers:
  - i. President
  - ii. Secretary
  - iii. Treasurer
4. Appointment of Water and Arbitration Committee Chairperson
5. Appointment of Finance Committee Chairperson
6. Approved 2025 Budget
7. Approval of the January, February and March 2025 Financial Reports
8. Bishop Creek Precipitation, Flow, and Storage Report
9. Filling of the Watermaster Position
10. Old Business
  - a. Street Culverts:
    - i. Inyo County Road Department Position regarding Plugged/Deteriorated Street Culverts
    - ii. Culvert Obstructions/Blockages at:
      - o 3068 Laurel Rd.
      - o 309 Grandview and
      - o 210 So Mtn View Rd.
  - b. Failing Check Structure in No. Fork of Bishop Ck at Vista Ditch
  - c. Water Rights Filing
  - d. Collection of Past Due Assessments
  - e. Ditch Relocation at NW corner of Carol Ln. (parcel no 011-510-27)
  - f. Ditch Diversion Box Repair/Rebuild Project
  - g. Bishop Tribe BCWA Membership?
11. Watermaster Report
12. New Business
  - a. Other (by Board or members in good standing)
9. Next Monthly Board Meetings: May 13, 2025, at 7:00 pm at GLCC
10. Adjournment

Bishop Creek Water Association  
Monthly Board Meeting Summary  
March 11<sup>th</sup>, 2025  
7:00 pm

**1. Opening and Introduction**

Due to circumstances the BCWA Monthly Board meeting was abbreviated to deal with only the following item. The meeting was called to order at 7:00 pm. Trustees in attendance: Gene Coufal, Eric Tillemans, Mark Frumkin and Merry Armstrong. Trustee Don Kunze was absent. Watermaster Matt Durkee was in attendance.

**2. Closed Session:**

The board held a closed session to discuss the Watermaster job description, the interview process, and pay. A revised job description was presented and discussed. A motion was made to revise the vacation and sick day allowances as presented in the job description passed unanimously. The approved job description will be posted on the BCWA website. After a review of the watermaster pay in recent history, along with the CPI changes, a second motion was made to set the Watermaster's pay at a gross \$2,000/mo. along with \$450/mo. truck allowance. Mark made the motion, Merry seconded it and the motion was passed unanimously. The Board agreed to meet on Tuesday March 18 at 10 am to begin the process of hiring a new Watermaster.

**3. Next Meeting**

- a. The next scheduled BCWA meeting will be the monthly Board meeting held on April 8th, 2025, at 7:00 p.m. at the Inyo County Board of Education Facility, Lozito Conference Center (GLCC), 166 Grandview Dr., Bishop.

**4. Adjournment**

The meeting was adjourned at 7:30 p.m.

Respectfully Submitted,



Eric Tillemans  
Secretary  
Bishop Creek Water Association

# Bishop Creek Water Association Monthly Meeting

**Date** 3/11/2025

## Attendance Sheet

[illegible]

-Bishop Creek Water Association  
Meeting Summary  
March 24<sup>th</sup>, 2025  
4:30 pm

**1. Opening and Introduction**

An emergency BCWA Board Meeting was called to deal with the following item for the purpose of expediting assessment billing. The meeting was called to order at 4:30 pm. Trustees in attendance: Gene Coufal, Eric Tillemans, Mark Frumkin, Merry Armstrong and Don Kunze.

**2. Acceptance of the January 27, 2025 Meeting Summary**

The January 27, 2025 annual meeting summary was accepted as written (attached).


**3. Next Meeting**

- a. The next regularly scheduled BCWA Board meeting will be held on April 8th, 2025, at 7:00 p.m. at the Inyo County Board of Education Facility, Lozito Conference Center (GLCC), 166 Grandview Dr., Bishop.

**4. Adjournment**

The meeting was adjourned at 7:30 p.m.

Respectfully Submitted,



Eric Tillemans

Secretary

Bishop Creek Water Association

# BISHOP CREEK WATER ASSOCIATION

## FINANCIAL REPORT FOR THE MONTH

**JANUARY      2025**

USBANK CHECKING ACCOUNT	\$      10,152.71
USBANK SAVINGS ACCOUNT	74,736.54
USBANK TIME CERTIFICATE - Matured June 2nd	-
USBANK TIME CERTIFICATE - Matured September 23rd	-
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TOTAL BANK BALANCES - December 31, 2024	84,889.25

**DEPOSITS:**

Customer Deposits - Into Checking	\$      392.00
Customer Deposits - Into Savings	-
Yaney Corner 0.00	-
Interest Income - Into Savings	220.00
Interest Income - Into CD	-
Closed CD into Savings	-
	<hr/>

**TOTAL DEPOSITS** 612.00

**CHECKS WRITTEN:**

Water Master Pay -              963.91 x 2	\$      1,927.82
Truck Allowance -              225.00 x 2	450.00
Additional Pay - Vacation Time	-
Telephone	81.09
Payroll Taxes - IRS	1,132.60
Payroll Taxes - State	100.93
Payroll Taxes - IRS Unemployment	120.87
Kamp Enterprises - Culvert Cleaning	-
State Fund - Workers Comp	393.79
Browns Supply	-
Holland & Allred - Quarterly Accounting	-
Elks Lodge - Christmas Dinner	-
Transfer to Savings	-
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**TOTAL CHECKS WRITTEN** (4,207.10)

USBANK CHECKING ACCOUNT	\$      6,337.61
USBANK SAVINGS ACCOUNT	74,956.54
USBANK TIME CERTIFICATE	-
USBANK TIME CERTIFICATE	-
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**TOTAL BANK BALANCES - January 31, 2025** \$      81,294.15

# BISHOP CREEK WATER ASSOCIATION

## FINANCIAL REPORT FOR THE MONTH

**FEBRUARY 2025**

USBANK CHECKING ACCOUNT	\$ 6,337.61
USBANK SAVINGS ACCOUNT	74,956.54
USBANK TIME CERTIFICATE - Matured June 2nd	-
USBANK TIME CERTIFICATE - Matured September 23rd	-

TOTAL BANK BALANCES - January 31, 2025	81,294.15
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**DEPOSITS:**

Customer Deposits - Into Checking	\$ 544.00
Customer Deposits - Into Savings	-
Yaney Corner 0.00	-
Interest Income - Into Savings	222.00
Interest Income - Into CD	-
Closed CD into Savings	-

TOTAL DEPOSITS	766.00
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**CHECKS WRITTEN:**

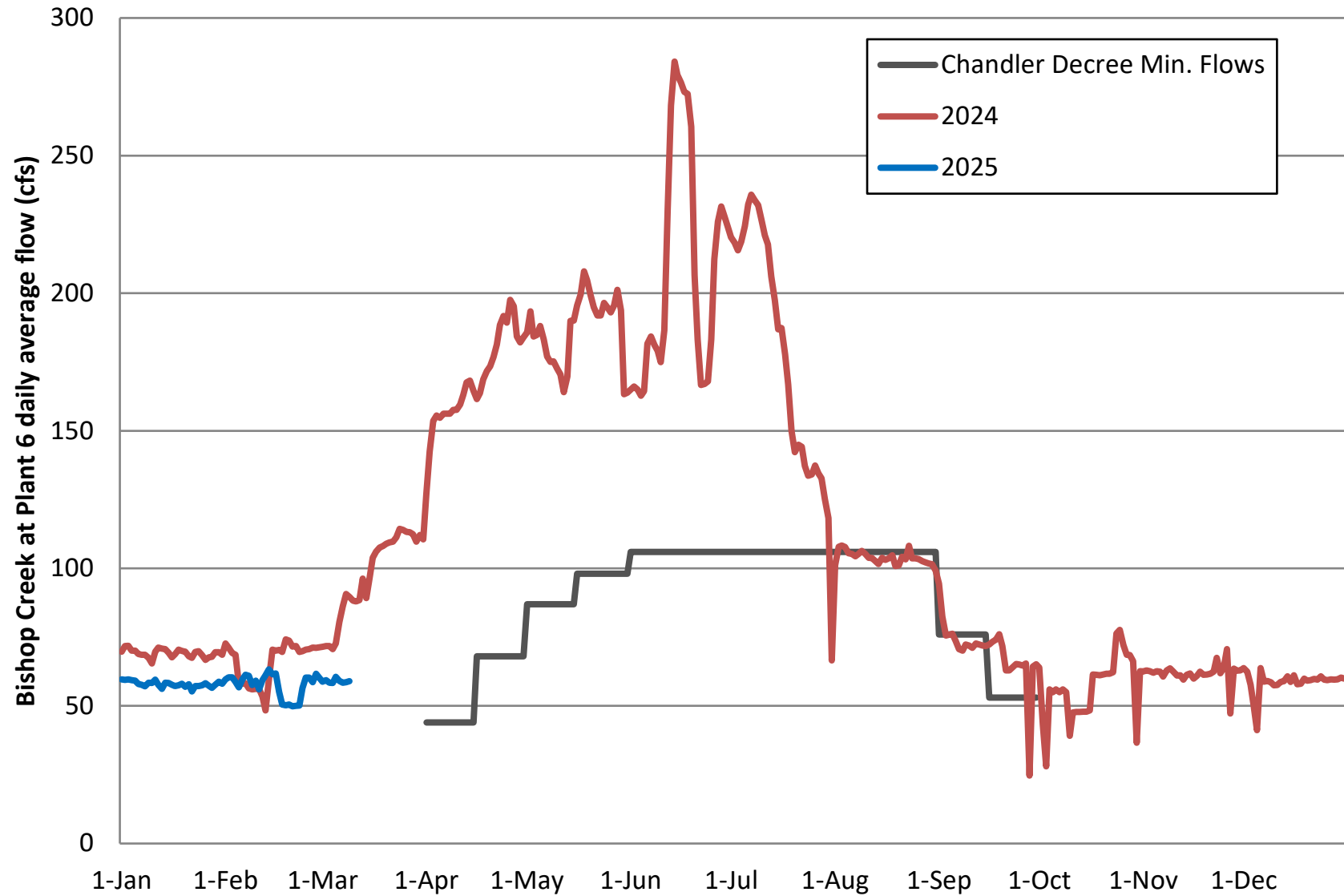
Water Master Pay -	963.91 x 2	\$ 1,927.82
Truck Allowance -	225.00 x 2	450.00
Additional Pay - Vacation Time		-
Telephone		81.07
Payroll Taxes - IRS		-
Payroll Taxes - State		-
Payroll Taxes - IRS Unemployment		-
Kamp Enterprises - Culvert Cleaning		-
State Fund - Workers Comp		184.26
Wood's Law Group		100.00
Holland & Allred - Quarterly Accounting		-
Alex Printing		916.76
Transfer to Savings		-

TOTAL CHECKS WRITTEN	(3,659.91)
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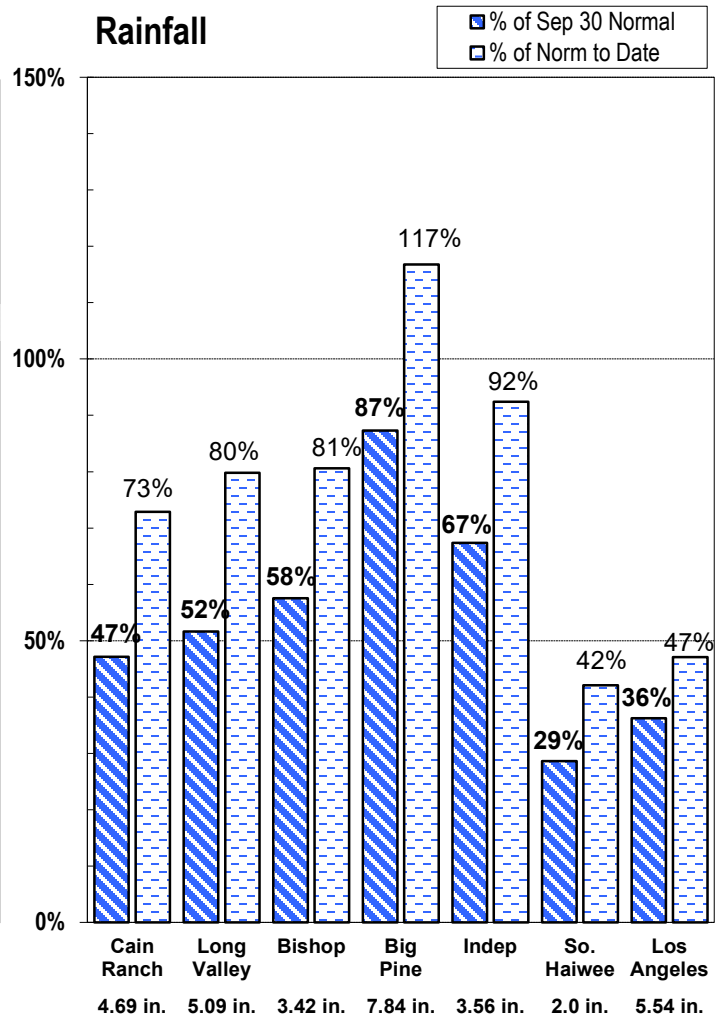
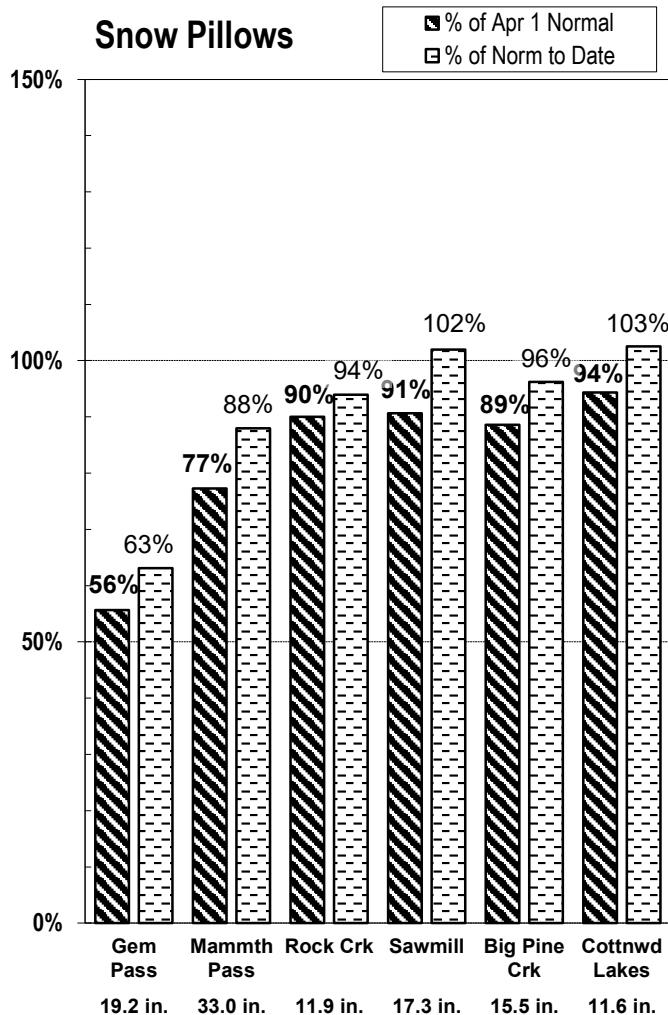
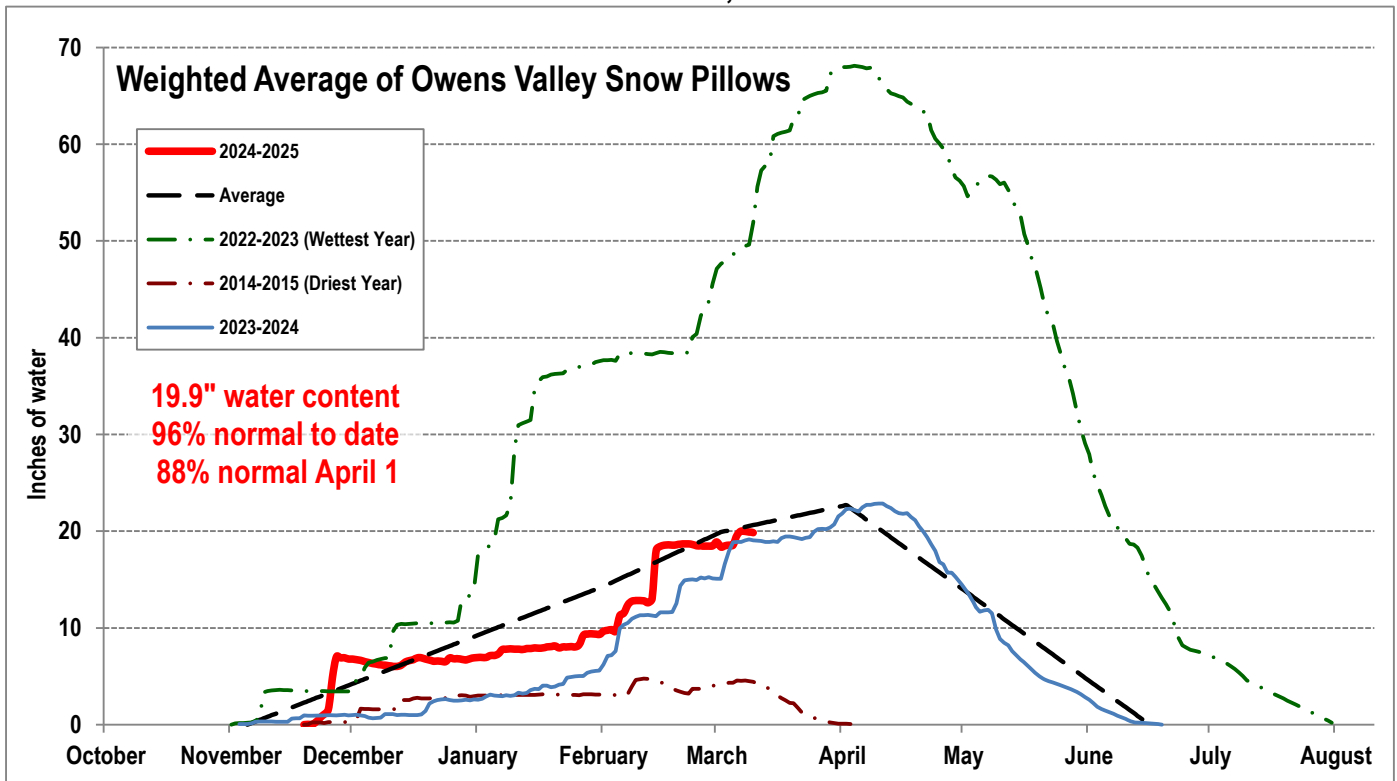
USBANK CHECKING ACCOUNT	\$ 3,221.70
USBANK SAVINGS ACCOUNT	75,178.54
USBANK TIME CERTIFICATE	-
USBANK TIME CERTIFICATE	-

TOTAL BANK BALANCES - February 28, 2025	\$ 78,400.24
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## Bishop Creek Flows at Plant 6



# EASTERN SIERRA CURRENT PRECIPITATION CONDITIONS March 10, 2025



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





## BISHOP CREEK WATER ASSOCIATION

## Approved 2025 Budget

INCOME	2022 Actual	2023 Actual	2024 Approved	2024 Actual	2025 Approved
Assessment Rates	\$40/\$2.90	\$40/\$2.90	\$40/\$2.90	\$40/\$2.90	\$40/\$2.50
Parcels (Plus late & past due fees]	\$37,014.00	\$36,897.00	\$36,400.00	\$40,781.65	\$35,900.00
DWP (7775)	\$18,777.90	\$18,777.90	\$18,777.90	\$18,777.90	\$19,437.50
Highland Mobile Home Park (76)	\$278.00	\$278.00	\$278.00	\$278.00	\$190.00
Glenwood Trailer Park (21)					\$52.50
Yaney LLC - Cottonwood Plaza	\$120.00	\$120.00	\$120.00	\$120.00	
City of Bishop	\$580.00	\$580.00	\$580.00	\$580.00	
Workers Comp. Refund	\$103.75	\$198.00	\$100.00	\$209.04	\$120.00
Culvert Repair Reimbursement					\$150.00
Interest Income	\$25.67	\$413.31	\$1,200.00	\$3,111.08	\$1,800.00
<b>Total Income</b>	<b>\$56,899.32</b>	<b>\$57,264.21</b>	<b>\$57,455.90</b>	<b>\$63,857.67</b>	<b>\$57,650.00</b>
EXPENSES					
Watermaster Cost - Wage	\$21,793.74	\$21,031.03	\$26,250.00	\$23,624.33	\$26,250.00
Payroll Taxes	\$4,055.24	\$4,051.49	\$4,500.00	\$4,215.16	\$4,500.00
Workers Comp. Ins.	\$2,262.53	\$1,784.27	\$2,400.00	\$2,190.91	\$2,400.00
Truck Allowance	\$5,050.00	\$5,175.00	\$5,700.00	\$5,625.00	\$5,700.00
Phone	\$792.53	\$890.58	\$900.00	\$932.65	\$900.00
Temp. Watermaster-Wage	\$0.00		\$1,754.00	\$962.39	\$1,754.00
Accounting - Holland & Allred	\$3,569.48	\$4,002.18	\$3,650.00	\$3,470.97	\$3,650.00
Insurance CRWRMA	\$5,409.00	\$5,837.00	\$5,500.00	\$6,214.00	\$6,000.00
Printing	\$1,006.48	\$1,361.31	\$1,400.00	\$1,210.93	\$1,400.00
U.S.P.S.	\$704.00	\$1,289.00	\$900.00	\$812.00	\$1,100.00
Bank Service Charge	\$0.00	\$16.00	\$25.00	\$0.00	\$0.00
Website	\$980.00		\$500.00	\$490.00	\$500.00
Annual Board/Employee Dinner	\$0.00		\$1,400.00	\$1,750.00	\$1,800.00
Attorney Fees	\$1,500.00		\$5,000.00	\$2,500.00	\$5,000.00
Street Culvert Repair/					
Ditch Cleaning & Gate Repair	\$300.00	\$1,246.83	\$5,000.00	\$2,787.50	\$6,000.00
Zoom	\$194.87		\$16.00	\$350.77	
Security Camera	\$475.56				
Improvement Projects	\$0.00		\$26,000.00		\$26,000.00
High Country Lumber/Browns	\$51.06			\$65.22	\$100.00
Bad Checks		\$82.00			
Steve Stevens Flowers	\$100.05				
Surveying	\$700.00				
<b>TOTAL EXPENSES</b>	<b>\$48,944.54</b>	<b>\$46,766.69</b>	<b>\$90,895.00</b>	<b>\$57,201.83</b>	<b>\$93,054.00</b>
<b>YEAR END BANK BALANCE</b>	<b>\$68,494.21</b>	<b>\$78,995.55</b>	<b>\$68,494.21</b>	<b>\$85,615.40</b>	<b>\$50,214.40</b>

2/26/25

# Bishop Creek Water Association Monthly Meeting

**Date** 3/24/2025

## Attendance Sheet

[illegible]

# BISHOP CREEK WATER ASSOCIATION

## FINANCIAL REPORT FOR THE MONTH

**MARCH            2025**

USBANK CHECKING ACCOUNT	\$	3,221.70
USBANK SAVINGS ACCOUNT		74,956.54
USBANK TIME CERTIFICATE - Matured June 2nd		-
USBANK TIME CERTIFICATE - Matured September 23rd		-
		78,178.24
TOTAL BANK BALANCES - February 28, 2025		78,178.24

**DEPOSITS:**

Customer Deposits - Into Checking	\$	-
Customer Deposits - Into Savings		-
		-
Interest Income - Into Savings		-
Interest Income - Into CD		-
Transfer from Savings		15,000.00

TOTAL DEPOSITS	15,000.00
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**CHECKS WRITTEN:**

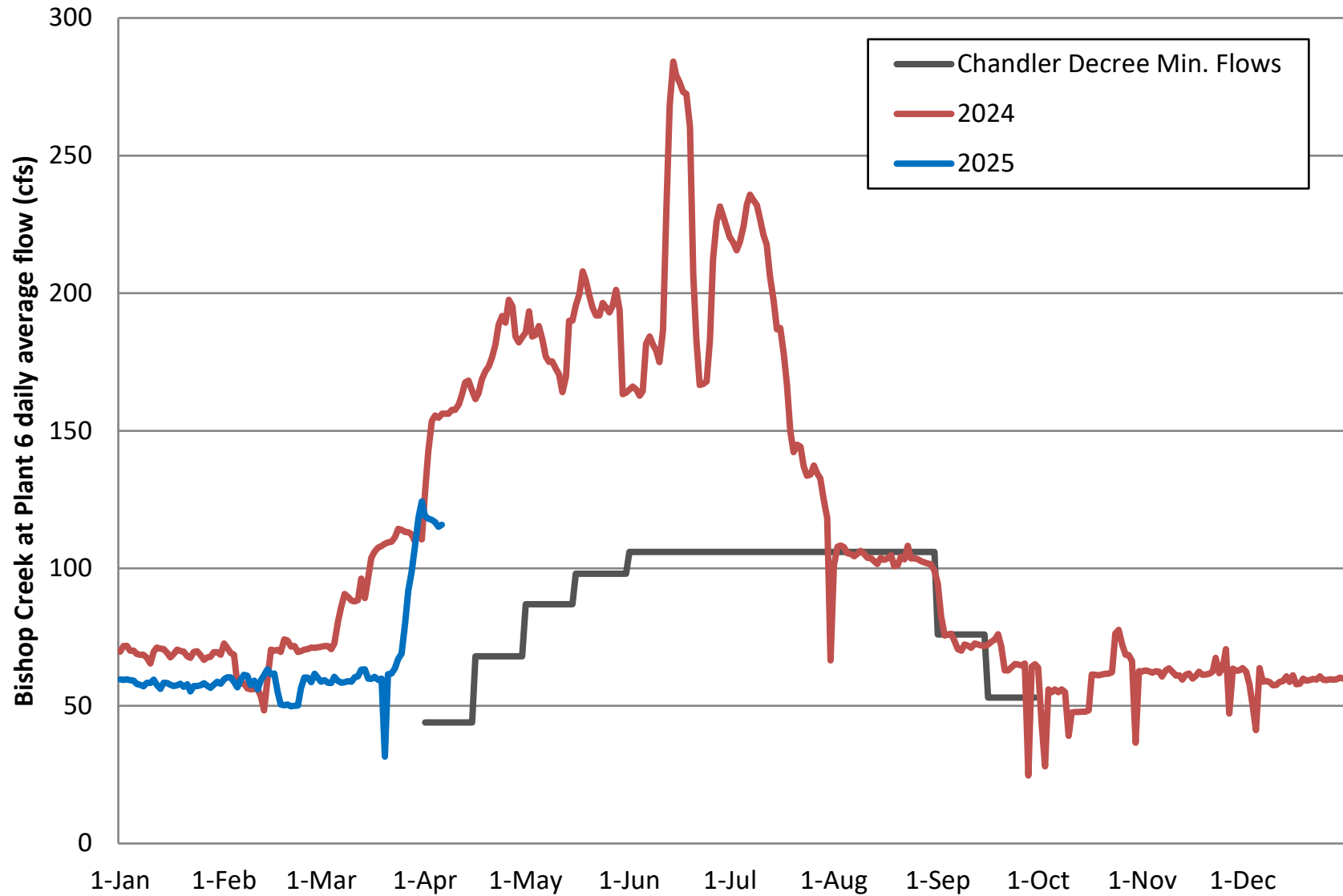
Water Master Pay -	963.91 x 2	\$	1,927.82
Truck Allowance -	225.00 x 2		450.00
Additional Pay - Vacation Time			-
Telephone			81.03
Payroll Taxes - IRS			-
Payroll Taxes - State			-
Payroll Taxes - IRS Unemployment			-
Cal Rural Water Assoc - Dues			265.00
Cal Rural Water Assoc - Insurance			6,636.00
Gene Coufal - Inyo Register Ad			57.50
Holland & Allred - Quarterly Accounting			673.13
Alex Printing			-
Transfer to Savings			-

TOTAL CHECKS WRITTEN	(10,090.48)
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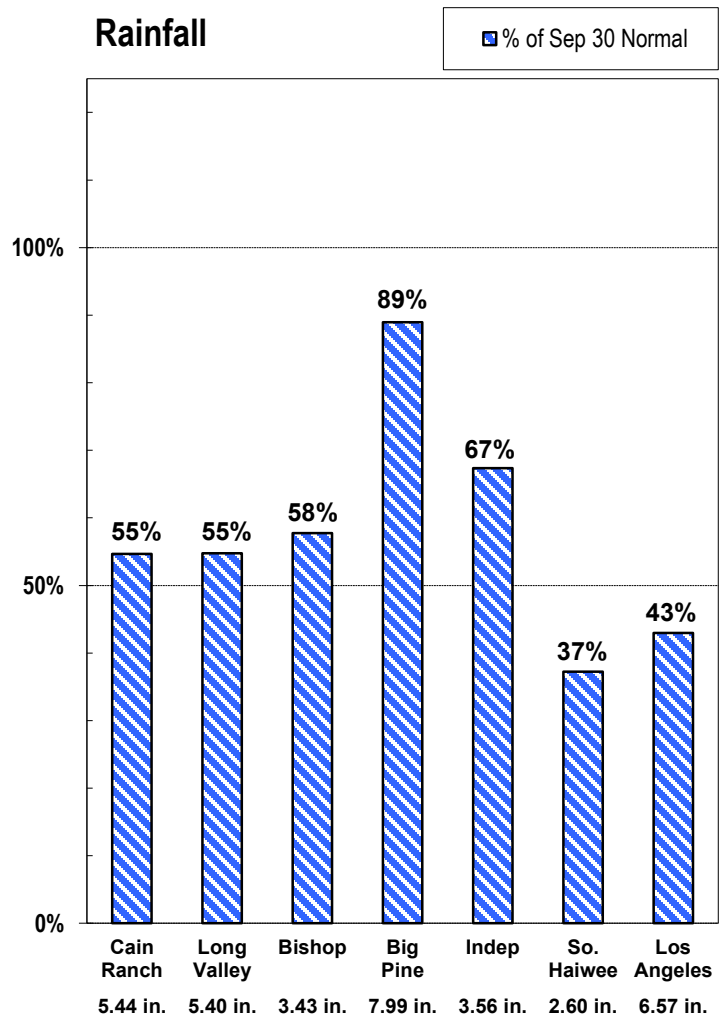
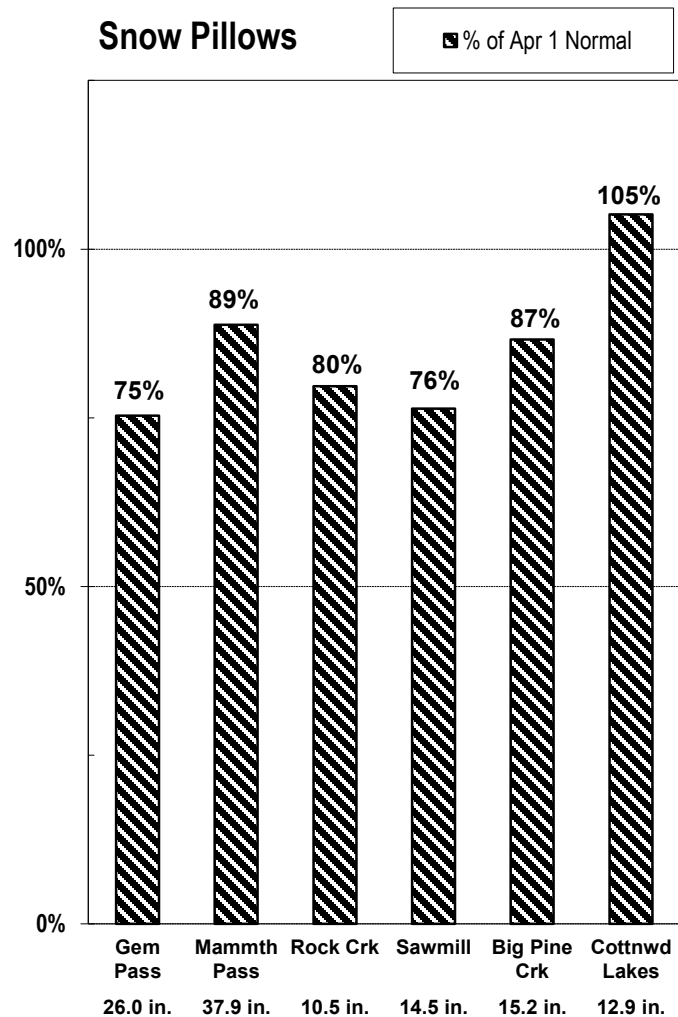
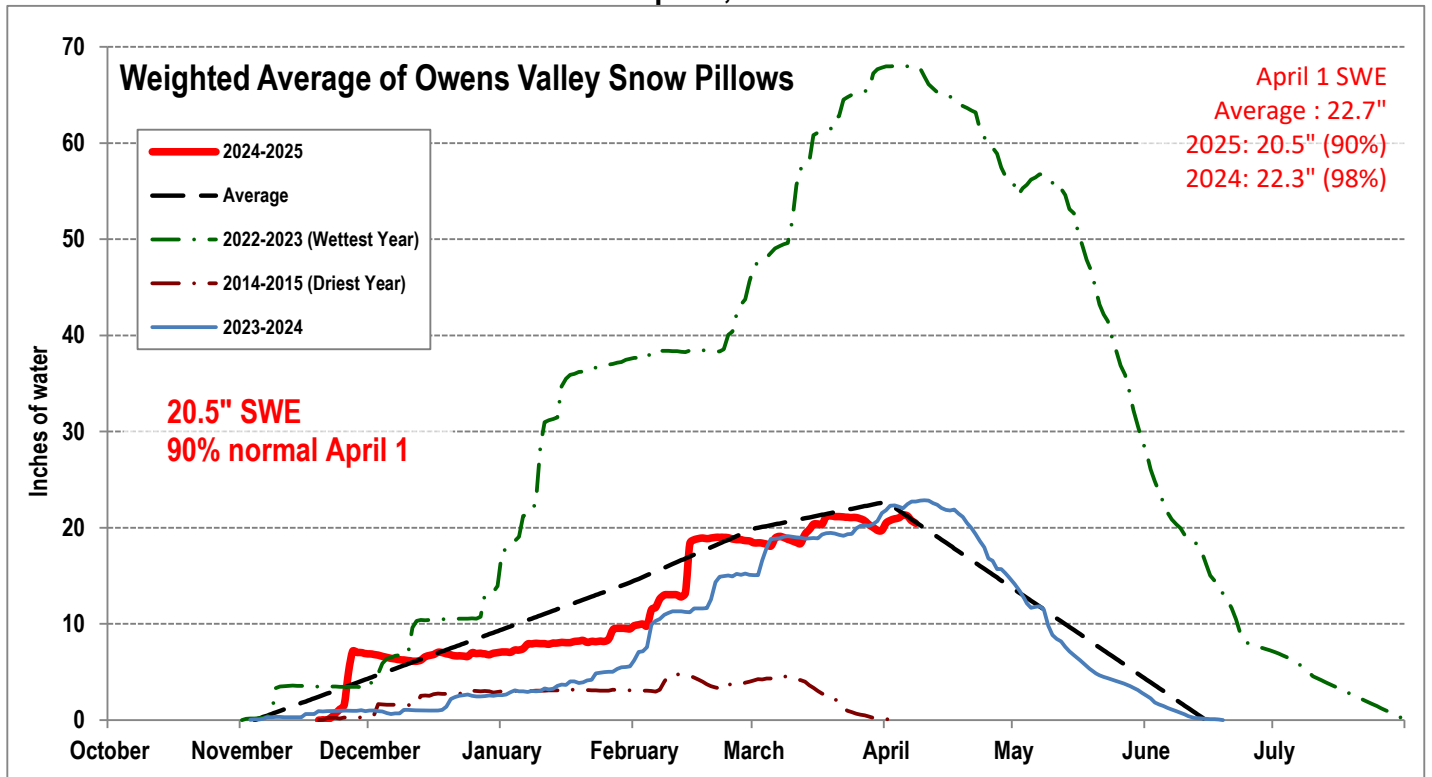
USBANK CHECKING ACCOUNT	\$	8,131.22
USBANK SAVINGS ACCOUNT		59,956.54
USBANK TIME CERTIFICATE		-
USBANK TIME CERTIFICATE		-
		68,087.76

TOTAL BANK BALANCES - March 31, 2025	\$ 68,087.76
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## Bishop Creek Flows at Plant 6



# EASTERN SIERRA CURRENT PRECIPITATION CONDITIONS April 8, 2025



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

# **BISHOP CREEK WATER ASSOCIATION**

## **WATERMASTER POSITION**

### Job Description

The Watermaster is responsible for the equitable distribution of flow in the Bishop Creek ditch system. The Watermaster: 1) inspects the various ditches, and diversion facilities on the system; 2) makes flow adjustments; 3) cleans gates and diversion structures as necessary; and 4) accurately records gate settings, flowrates, or ditch water levels. The route is approximately 20 to 30 miles throughout the west/central Bishop area and takes approximately 2 to 3 hours to run. In addition, the Watermaster is on call 24 hours a day for trouble shooting and emergencies.

### Job Requirements

- Route should be run in the morning, a minimum of 5 days per week (Sunday through Saturday). The two days off should be non-consecutive. During periods of foul weather, changes in Bishop Creek flow by SCE at Power Plant 6, changes in water use patterns by members, or other changes that affect the system, the route should be run daily. Changes in this schedule require the approval of the BCWA Board of Trustees.
- The Watermaster is expected to come to the monthly BCWA Board of Trustee meetings to report on the previous month's activities.
- The Watermaster needs to keep a log book of phone calls, gate settings, flowrates, obstructions, and/or ditch levels throughout the system.
- The Watermaster reports to the BCWA Trustees.
- The Watermaster must have a valid driver's license, a reliable vehicle, and vehicle insurance.
- The Watermaster must be in good health and physically capable of handling a shovel and rake for minor water ditch/diversion repairs and debris removal from channels
- The Watermaster is provided a cell phone for alerts, field notifications (too much or too little water, plugged culverts, flooding, etc.) and be responsive to association related phone calls.
- The Watermaster is responsible to communicate tactfully with BCWA members.
- The Watermaster needs to analyze the effects of flow changes on the complex Bishop Creek ditch system.

### Salary and Benefits

- The Salary is initially set at \$\_\_\_\_\_ per month, half payments on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Re-evaluations are made annually.
- A vehicle allowance of \$\_\_\_\_\_ is provided each month, half payments on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Re-evaluations are made annually.

- Vacation Leave - An annual paid vacation allowance of one week (5 work days) will be provided after one year of employment. An annual paid vacation allowance of two weeks (10 work days) will be provided for the second through fifth year of employment, accrued at the end of each year. From the sixth year of employment, the Watermaster shall receive 3 weeks (15 work days), accrued at the end of each year. The accrued vacation must be used within 3 years of being credited. The use of vacation leave shall be permitted as the work situation permits and must be approved by the BCWA Board President.
- Sick Leave – The Watermaster will be granted up to two weeks sick leave per year, to be used only for reasons of illness or injury, or for preventive medical measures which cannot be fitted into the work day. Sick leave shall be credited to the watermaster at the beginning of each year of service, The use of sick leave shall be reported to the BCWA Board President.
- Leave Without Pay – If a situation arises in which the Watermaster needs more leave time than credited, the Watermaster may be permitted to negotiate with the BCWA Board President to take leave time without pay. The reasons for taking such leave and the needs of the job must be taken into consideration in granting such leave. All accumulated vacation leave time, as well as sick leave time, if pertinent, must be used before leave without pay shall be granted. No additional vacation or sick leave will accumulate while the Watermaster is on leave without pay. The taking of leave without pay during the first 6 months of employment shall only be permitted in emergent situations.