

Bishop Creek Water Association  
Monthly Board Meeting Agenda  
May 13, 2025  
7:00 pm

1. Opening and Introduction
2. Acceptance of the April 8, 2025 Monthly Board Meeting Summary
3. Approval of the March and April 2025 Financial Reports
4. Bishop Creek Vision Project – Mo Loden, LRWQCB
5. Bishop Creek Precipitation, Flow, and Storage Report
6. Appointment of Water and Arbitration Committee
7. Appointment of Finance Committee
8. Flow in Mattlick Ditch
9. 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 Rd
  - b. Water Rights Filing
  - c. Collection of Past Due Assessments
  - d. Ditch Relocation at NW corner of Carol Ln. (parcel no 011-510-27)
  - e. Ditch Diversion Box Repair/Rebuild Project
  - f. Failing Check Structure in No. Fork of Bishop Ck at Vista Ditch
  - g. Bishop Tribe BCWA Membership?
10. Watermaster Report
11. New Business
  - a. Leakage from Waterson Area Ditch unto LADWP
  - b. Other (by Board or members in good standing)
11. Closed Session – Legal Matter regarding Street Culverts
12. Next Monthly Board Meetings: June 10, 2025, at 7:00 pm at GLCC
13. Adjournment

-Bishop Creek Water Association  
Monthly Meeting Summary  
April 8<sup>th</sup>, 2025  
7:00 pm

**1. Opening and Introduction**

BWCA monthly Board meeting was called to order at 7:01 pm. Trustees in attendance: Gene Coufal, Eric Tillemans, Mark Frumkin, and Merry Armstrong. Trustee Don Kunze was absent. Watermasters Matt Durkee and Terry Crawl were in attendance.

**2. Acceptance of March 11<sup>th</sup> Monthly Board Meeting, and the March 24<sup>th</sup> Emergency Board Meeting Summaries**

The March 11<sup>th</sup> and 24<sup>th</sup> meeting summaries were accepted as written.

**3. Election of Board Officers**

- i. Gene Coufal was unanimously voted to serve as Board President
- ii. Eric Tillemans was unanimously voted to serve as Board Secretary
- iii. Mark Frumkin was unanimously voted to serve as Board Treasurer

**4. Appointment of Water and Arbitration Committee Chairperson**

The board unanimously voted for Merry Armstrong to serve as the Water and Arbitration Committee Chairperson.

**5. Appointment of Finance Committee Chairperson**

Gene appointed Trustee Mark Frumkin to serve as the Finance Committee Chairperson.

**6. Approved 2025 Budget**

The approved 2025 budget was included in the packet for the record.

**7. Approval of the January, February and March 2025 Financial Reports**

The January and February reports were approved unanimously. The March report will need to be reviewed by accountant prior to approval.

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

The runoff projections for the year are below average. The Owens Valley is projected at 91% while the Sawmill drainage is projected at 76%.

**9. Filling of Watermaster Position**

Terry Crawl was hired as the new BCWA Watermaster. For the Watermaster training transition period, Matt will receive a paycheck for one week and Terry will receive a paycheck for the entire month. The monthly truck payment will only be paid to Terry.

**10. Old Business**

- a. Street Culverts

- i. Inyo County Road Department Policy Regarding Plugged/Deteriorated Street Culverts: Gene and Eric have a follow-up meeting scheduled with the County on 4/11/25 at 1:00pm to continue discussions regarding responsibility for street culverts.
- ii. Culvert Obstruction/Blockages at:
  - o 3068 Laurel Lane: on hold
  - o 309 Grandview: no changes
  - o 210 So Mtn View Rd: the rate at culvert inlet is secure. Mark F and the Watermaster routinely check the grate for debris.
- b. Failing Check Structure in No Fork of Bishop Creek at Vista Ditch: LADWP was able to temporarily fix the leak on March 28. A permanent fix is scheduled to begin in the fall.
- c. Water Right Filing: Currently the record is being compiled. An initial filing report will be filed with the State Water Board shortly.
- d. Collection of Past Due Assessments: Eric will analyze the database for discrepancies while Gene puts together language for the BCWA By-Laws regarding liens for consideration.
- e. Ditch Relocation at NW Corner of Carol Ln (Parcel no 011-510-27): There has been no change, Gene will make an inquiry of the property owner.
- f. Ditch Diversion Box Repair/Rebuild Project: On hold
- g. Bishop Tribe BCWA Membership: No update

#### **11. Watermaster Report**

Matt received 19 calls and 18 texts over the last month.

#### **12. New Business**

- a. Wayne Matlick discussed the lack of water delivery to his property and low flows in the Tom Key Ditch. Eric will review LADWP GIS mapping and data. Terry will discuss with the Tribe (Dan Stone).

#### **13. Next Meetings**

- a. The next monthly Board meeting will be held on May 13th, 2025, at 7:00 p.m. at the Inyo County Board of Education Facility, Lozito Conference Center (GLCC), 166 Grandview Dr., Bishop.

#### **14. Adjournment**

The meeting was adjourned at 8:09 p.m.

Respectfully Submitted,



Eric Tillemans  
Secretary  
Bishop Creek Water Association

# 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:**

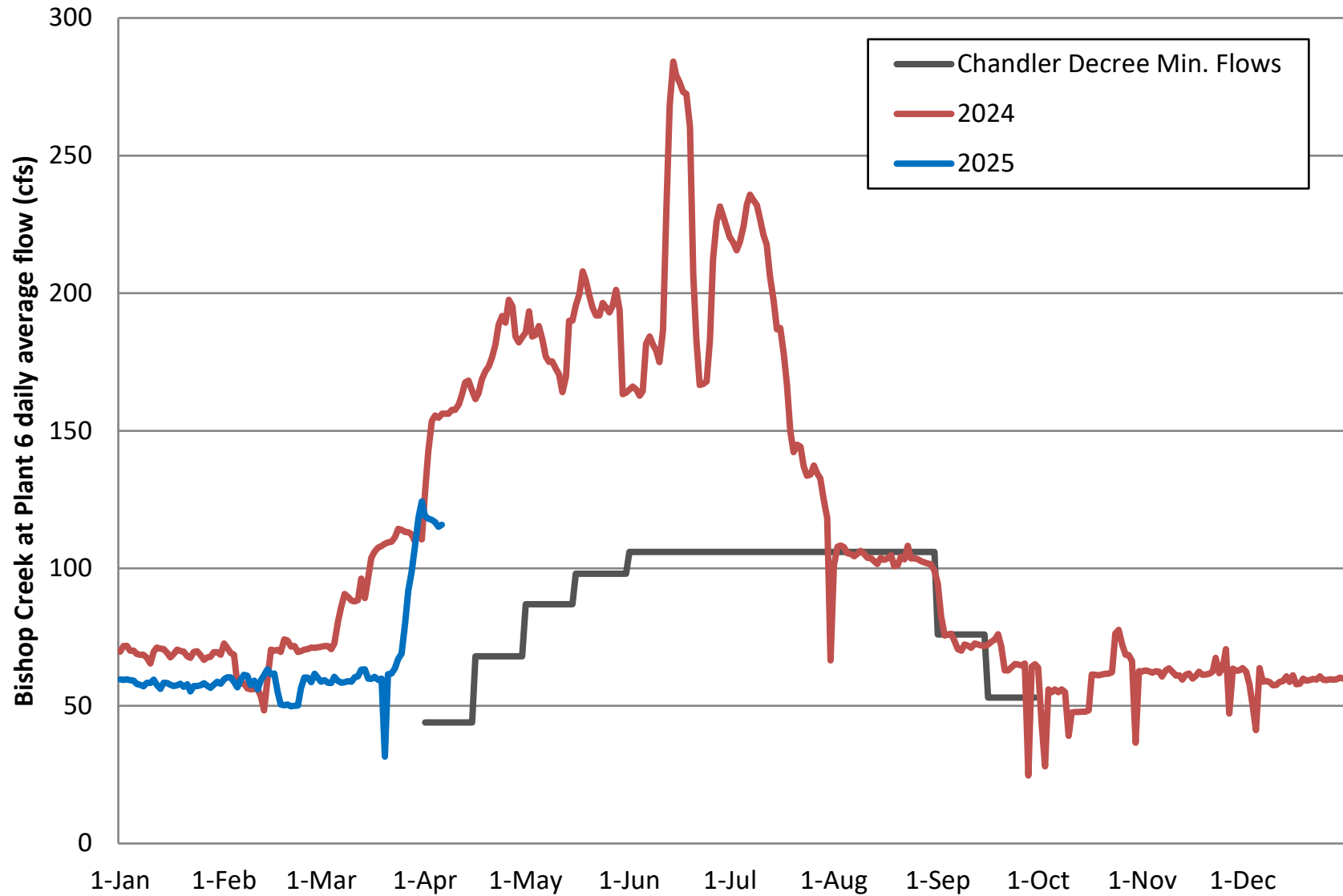
Water Master Pay -	963.91 x 2	\$	1,927.82
Truck Allowance -	225.00 x 2		450.00
Additional Pay - Vacation Time			-
Telephone			81.03
Payroll Taxes - IRS			-
Payroll Taxes - State			-
Payroll Taxes - IRS Unemployment			-
Cal Rural Water Assoc - Dues			265.00
Cal Rural Water Assoc - Insurance			6,636.00
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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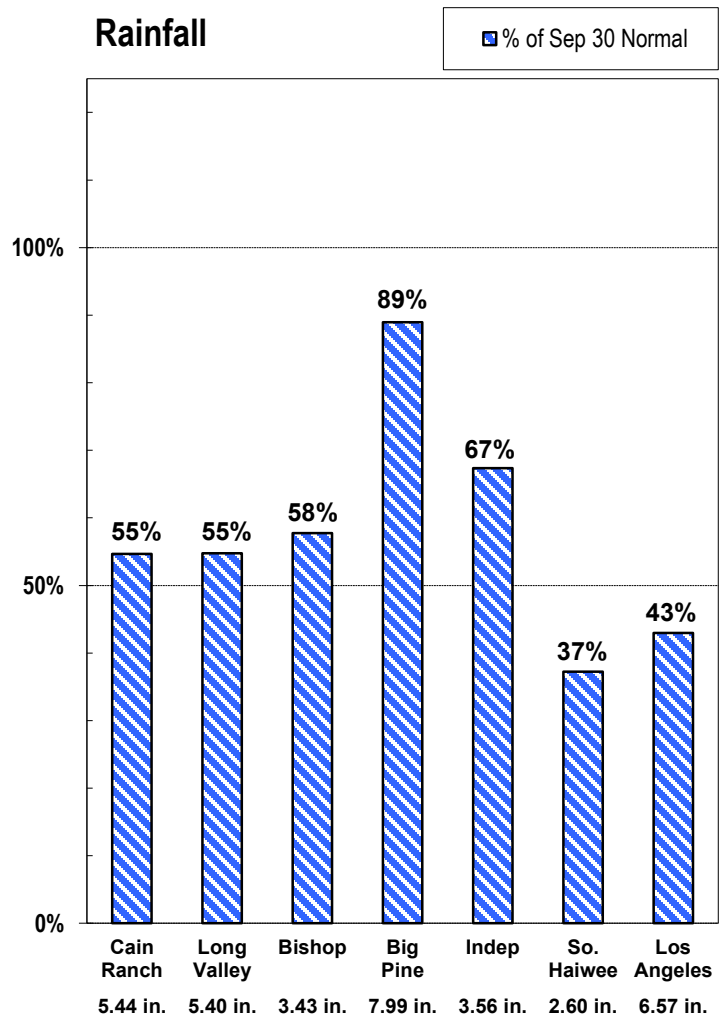
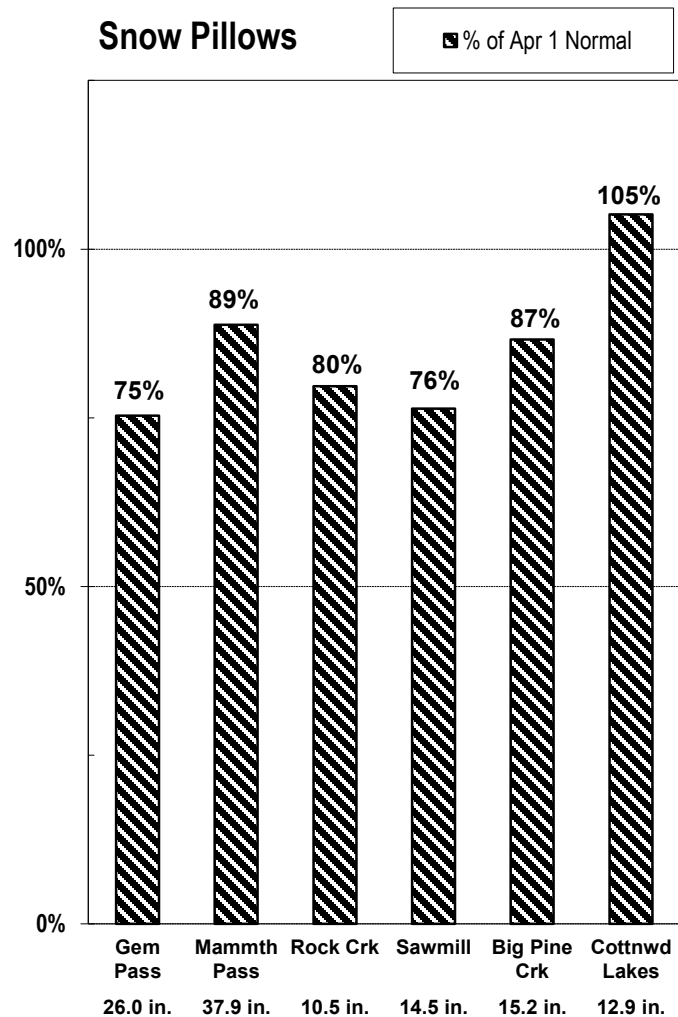
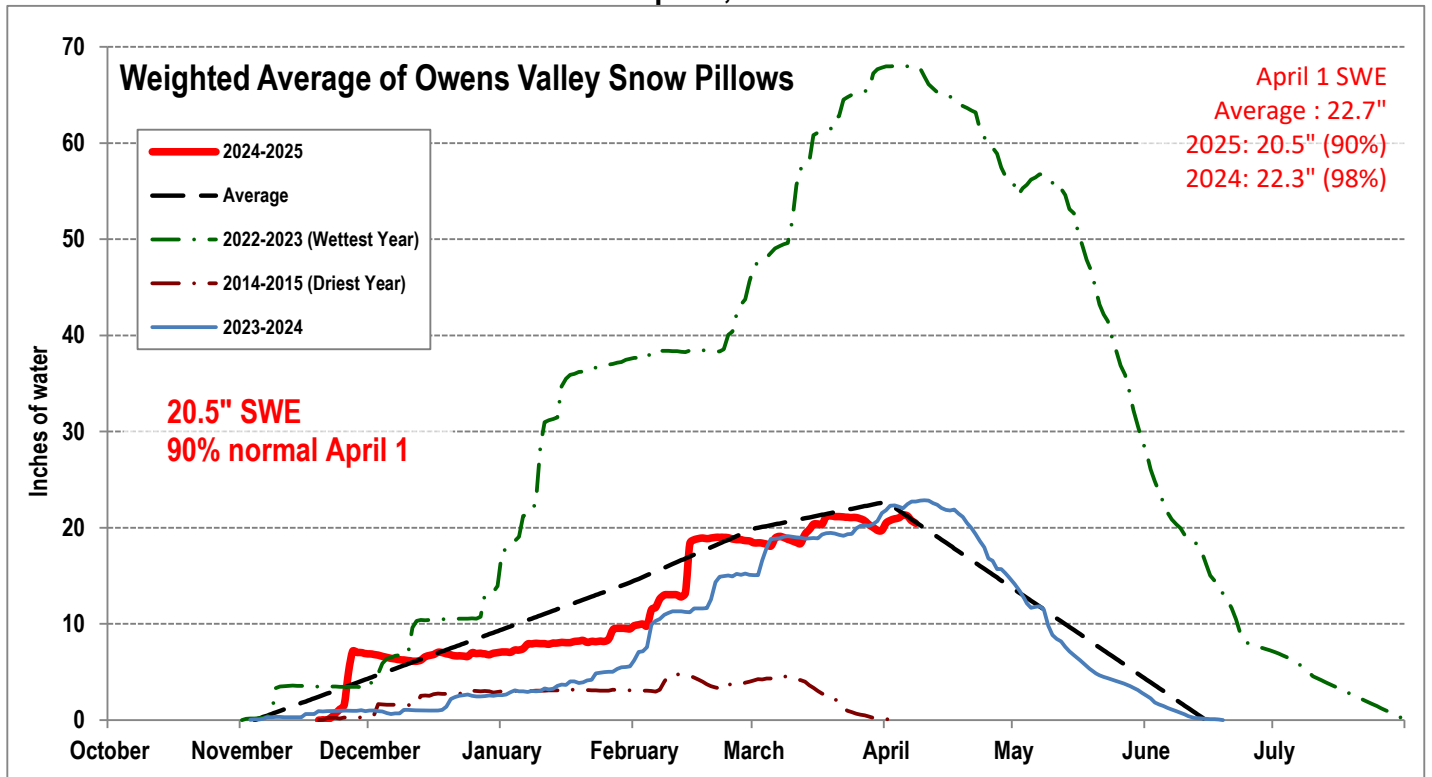
USBANK CHECKING ACCOUNT	\$	8,131.22
USBANK SAVINGS ACCOUNT		59,956.54
USBANK TIME CERTIFICATE		-
USBANK TIME CERTIFICATE		-
		68,087.76

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.



# Bishop Creek Water Association Monthly Meeting

Date 4/8/2025

## Attendance Sheet

[illegible]

# BISHOP CREEK WATER ASSOCIATION

## FINANCIAL REPORT FOR THE MONTH

**APRIL                      2025**

USBANK CHECKING ACCOUNT	\$        8,131.22
USBANK SAVINGS ACCOUNT	59,956.54
USBANK TIME CERTIFICATE - Matured June 2nd	-
USBANK TIME CERTIFICATE - Matured September 23rd	-
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TOTAL BANK BALANCES - March 31, 2025	68,087.76

**DEPOSITS:**

Customer Deposits - Into Checking	\$    19,598.00
(DWP \$19,438.00)	-
Customer Deposits - Into Savings	-
Interest Income - Into Savings	403.55
Interest Income - Into CD	-
Transfer from Savings	-
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TOTAL DEPOSITS	20,001.55
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**CHECKS WRITTEN:**

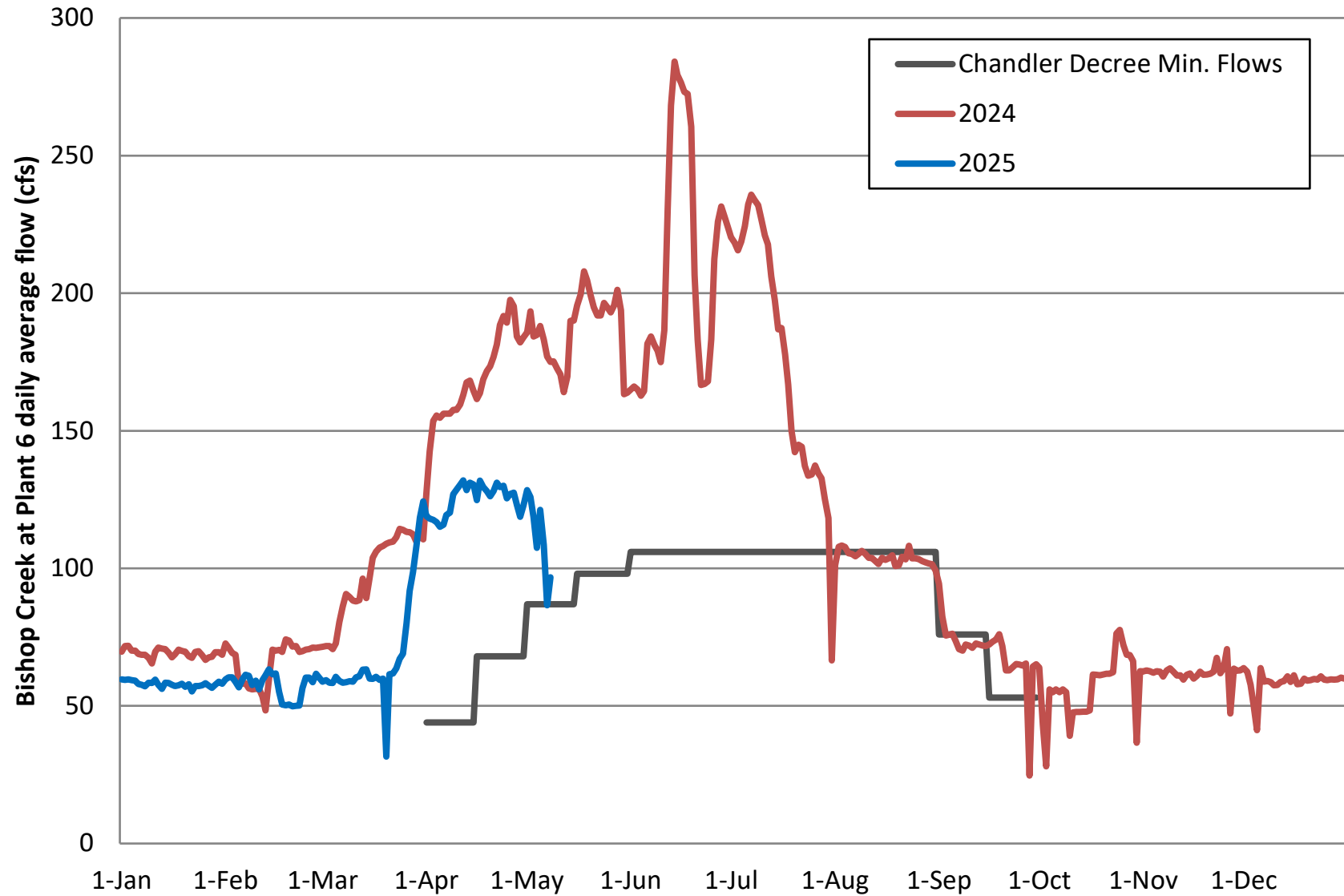
Water Master Pay -	868.34 x 2	\$    1,736.68
Truck Allowance -	225.00 x 2	450.00
Additional Pay - Severance Time		481.95
Telephone		81.05
Payroll Taxes - IRS		970.79
Payroll Taxes - State		177.67
Payroll Taxes - IRS Unemployment		-
USBank - Service Charge		13.00
State Fund - Workers Comp		327.75
Gene Coufal - BCWA Hats		144.50
Holland & Allred - Quarterly Accounting		-
USPO - Stamps		657.00
Transfer to Savings		-
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TOTAL CHECKS WRITTEN	<hr/> (5,040.39)
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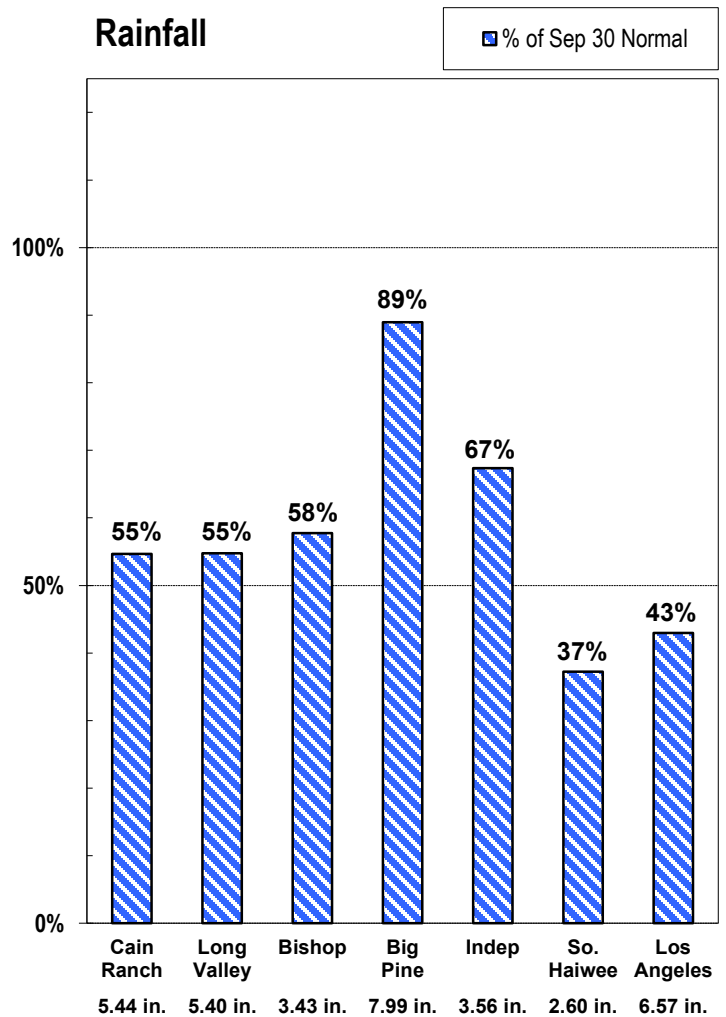
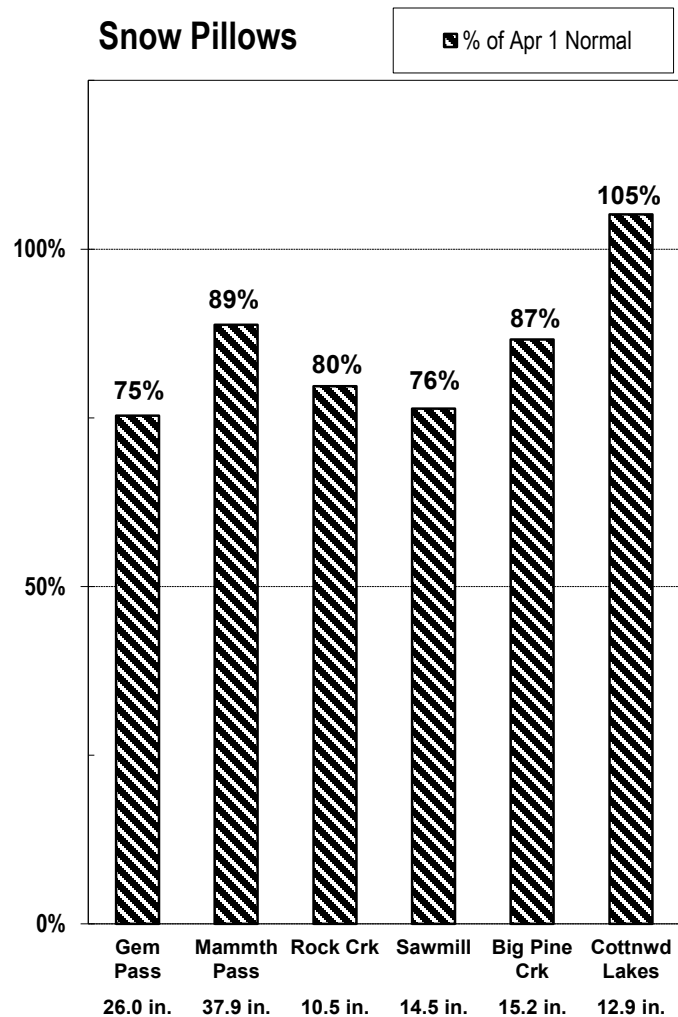
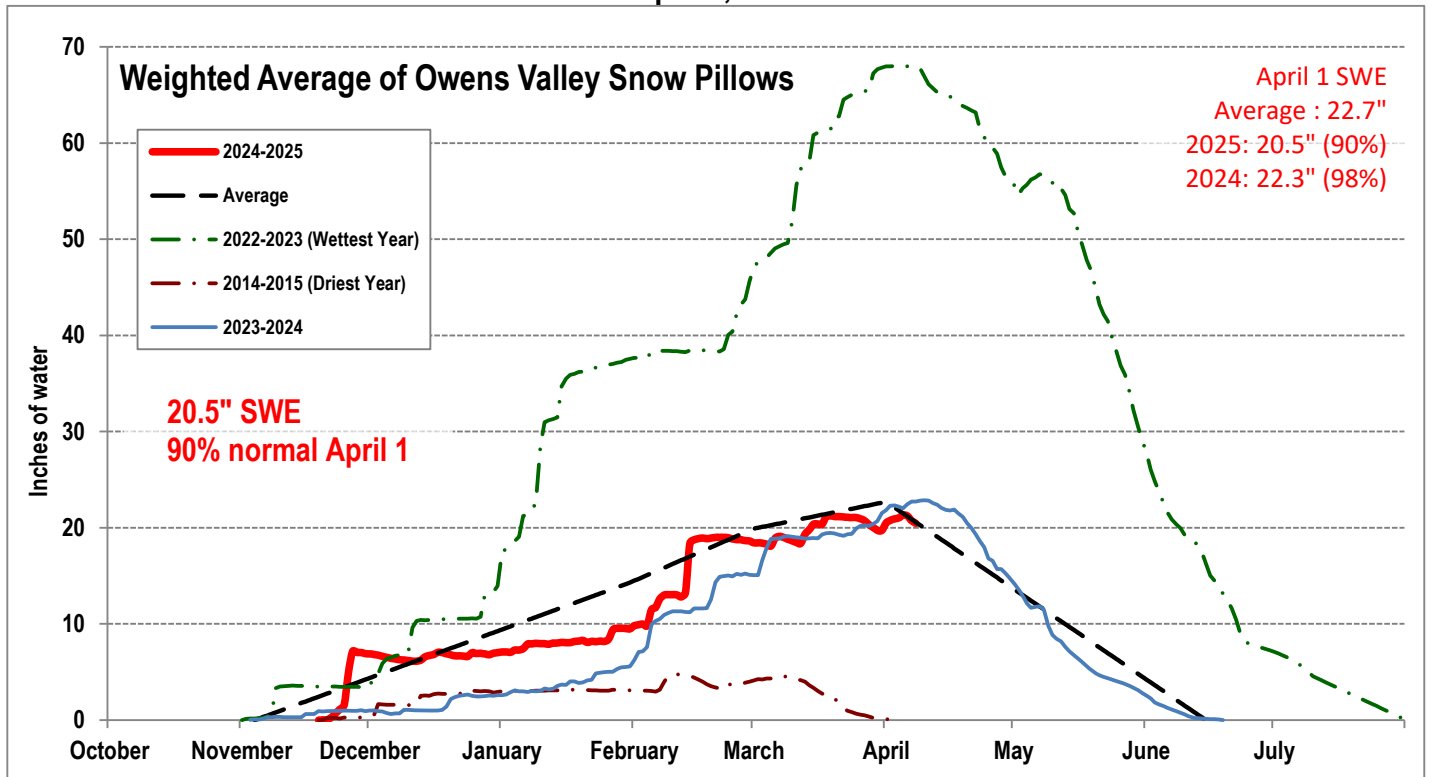
USBANK CHECKING ACCOUNT	\$        22,688.83
USBANK SAVINGS ACCOUNT	60,360.09
USBANK TIME CERTIFICATE	-
USBANK TIME CERTIFICATE	-
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TOTAL BANK BALANCES - April 30, 2025	\$        83,048.92
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## Bishop 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

Post Office Box 1273  
Bishop, California 93515

Dear Bishop Creek Water Association Member:

May 1, 2025

After a slow start, the snowpack in the Bishop area mountains came in at about 90% of the April 1 average. Because of the recent wet years and the resulting good residual base flow, runoff from the Bishop Creek drainage for the coming Runoff Year is estimated to be 110% of normal. There should be sufficient water to meet all member needs this year.

To keep the distribution system flowing efficiently and fairly, it is important that members be diligent about keeping their ditches clear and free of debris. Debris needs to be removed from ditches and not sent downstream. And please do not tamper with headgates. It only creates problems and headaches for the Watermaster. The Watermaster has sole authority and responsibility to divert water and change flows. If you have a problem with your water, check with your upstream neighbors for obstructions or if irrigating. If the reason for the problem is not obvious, call the Watermaster for help.

Plugged and deteriorated street culverts continues to be a problem, and in fact it was probably the biggest issue that the Board had to deal with in the past year. Plugs mainly occurred in the fall when trees lose their leaves, get into ditches, move into street culverts, and get lodged. This is especially true for properties where water leaving the property enters a street-crossing culvert. It is surprising how quickly a small branch, twig, or little bit of debris can trap more and more debris, which blocks the ditch or culvert, resulting in flooding. The best way to prevent this from happening is to screen the entrance to street culverts, preventing vegetation and other debris from entering the street culverts. Also, at locations where street culverts discharge ditch water onto private property, the water needs to flow freely as it exits the culvert.

As previously reported, the Inyo County Road Department (ICRD) has made the determination that it is not responsible for maintaining or replacing street culverts carrying Bishop Creek water and that those street culverts are solely the responsibility of the BCWA. The Board is currently discussing/negotiating with Inyo County regarding responsibility for maintenance and replacement of these street culverts.

With the mapping of the Bishop Creek Water Association (BCWA) ditches and reconciliation of the BCWA database complete, the Board is now moving forward with collection of past due assessments. This process will require taking members who do not pay their assessments to small claims court to get a judgement against the property owner, then filing a lien on their property. This will require an amendment to the BCWA By-Laws regarding liens, which the Board is in the process of preparing. Remember that the BCWA cannot maintain the necessary distribution facilities and provide for equitable distribution of water to all its members unless members utilizing and enjoying these waters pay the assessment. The assessments cumulatively pay the Watermaster's salary, BCWA bookkeeping, maintaining adequate insurance and maintenance of an aging distribution system.



# BISHOP CREEK WATER ASSOCIATION

Post Office Box 1273  
Bishop, California 93515

With the new BCWA maps, member property acreages can now be more accurately determined. This resulted in changes in the large property owners (10 or more acres) acreage. For some the acreage amounts changed, some parties fell off the list and some were added. At the BCWA Annual Meeting in January membership approved a budget that called for no change to the annual assessment for individual parcels and reduced the per acre assessment rate for large landowners from \$2.90 per acre to \$2.50 per acre. This assessment rate change maintained a neutral income and also maintains the current ratio of income from large property owners compared to individual parcels.

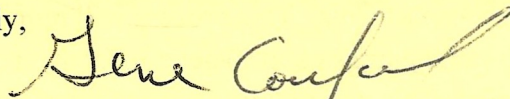
For reports on the progress of other ongoing activities and issues, i.e., water rights filing, structure repairs, ditch obstructions, etc. see the monthly Board meeting summaries posted on the BCWA website ([www.BishopCreekWater.org](http://www.BishopCreekWater.org)).

Lastly, we want to extend thanks to the Los Angeles Department of Water and Power (LADWP) and Southern California Edison, for their efforts and cooperation, and to all the BCWA members for their continued help and support. We want to especially thank LADWP staff for performing the secretarial duties of the BCWA. As a final note, we want to give a special thanks to Watermaster Matt Durkee, who has resigned. He has been our Watermaster for the past 8 years and has done a wonderful job. He will be missed. He has been replaced by Mr. Terry Crawl, who brings significant experience in surface water management to the job. The Watermaster's phone number has not changed and is listed below.

The Board continues to meet on the second Tuesday of each month at 7:00 pm. You can find upcoming meeting agendas and packets, and information/announcements on operations on the BCWA website. All members are invited to participate and are encouraged to provide input on any water association related issue. The monthly board meetings are currently being conducted in the George Lozito Conference Center at the Jill Kinmont Booth/ICOE facility at 166 Grandview Drive.

Again, if you are having issues with your ditch water call the Watermaster. If you have any questions about the above or any other BCWA matter, please do not hesitate to contact one of your Board members listed below. Again, thank you for your support. We are here to serve the BCWA membership.

Sincerely,



BCWA BOARD OF TRUSTEES

Gene Coufal, President (760) 873-6209

Merry Armstrong (760) 873-6519

Don Kunze (760) 873-3375

Mark Frumkin (818) 590-0554

Eric Tillemans (LADWP) (760) 920-8989

Terry Crawl, Watermaster (760) 920-7981

# BISHOP CREEK WATER ASSOCIATION

Post Office Box 1273  
Bishop, California 93515

May 2, 2025

Ms. Nora Gamino  
City of Bishop  
Director of Public Works  
377 West Line Street  
Bishop CA 93514

Dear Ms. Gamino,

By letter dated May 15, 2018 (attached), then Director of Public Works, Mr. David Grah, requested information regarding the assessment the City of Bishop (COB) receives from the Bishop Creek Water Association (BCWA). The letter specifically questioned the assessment on parcel 008-080-09. Thank you for your patience and please except our apology for the lengthy delay in responding to this request.

If you are not familiar with the Bishop Creek Water Association, it was formed in 1905 by the users and appropriators of the waters of Bishop Creek for use on lands located on the Bishop Cone in the County of Inyo, State of California, for the purpose of: 1) protecting their rights to the waters of said Bishop Creek; and 2) to apportion said waters among the several users. In 1922, the court ordered Chandler Decree adjudicated the waters of Bishop Creek and the diversions of waters from the main canals by the Association of Bishop Creek. This caused the members of this Association to amend the Articles of the Association to conform to the changes. A copy of the BCWA Articles and By-Laws can also be found on the BCWA website, [www.BishopCreekWater.org](http://www.BishopCreekWater.org).

Provisions for membership are found in Article VIII, Sections 1-3 (pages 6-7) of the By-Laws. The following is a key applicable provision:

*Section 2 – “Any owner of real property whose property is traversed by, borders on, or has access to any stream, canal, or ditch carrying the water of Bishop Creek, and located within the boundaries as shown on Exhibit A, shall automatically be a member of this Association and shall be entitled to the benefits and burdened by the duties imposed herein. Any question of membership shall be referred to the Arbitration Committee, shall be binding upon all parties. “*

BISHOP CREEK WATER ASSOCIATION

Founded in 1897

# BISHOP CREEK WATER ASSOCIATION

Post Office Box 1273  
Bishop, California 93515

The reason for the delay in responding to COB request was mainly due to a lack of historic documentation regarding the COB account. What we can tell you is that the above-mentioned parcel was used as a place holder in the BCWA billing data base to represent applicable COB properties. In addition, thanks to a recently completed mapping project we are now equipped to address issues regarding membership and boundaries within BCWA's jurisdiction.

We could not find any documentation to explain past assessments, however with the currently available data we are able to identify the COB properties that are crossed by ditches conveying Bishop Creek water and therefor subject to the BCWA Articles and By-Laws.

Our mapping and records indicate that 3 parcels, 008-260-02, 011-360-02, and 008-140-28, have ditches conveying Bishop Creek water across them. At the current assessment rate of \$40 per parcel, the City of Bishop will be assessed a total of \$120 for 2025. The COB will receive 3 invoices in early May, one for each parcel.

Again, sorry for the delay. I hope this answers the City's questions. If you have further questions or other information regarding this, please contact me on (760) 873-6209.

Sincerely,



Board of Trustees

Gene Coufal - President

Merry Armstrong

Don Kunze

Mark Frumkin

Eric Tillemans

Enclosure: COB letter dated May 15, 2018  
c: BCWA Board Members

BISHOP CREEK WATER ASSOCIATION

Founded in 1897