

**Borrego Water District Board of Directors
Special Board Meeting
July 3, 2019 @ 9:00 a.m.
806 Palm Canyon Drive
Borrego Springs, CA 92004**

I. OPENING PROCEDURES

- A.** Call to Order: **CALL-IN NUMBER: +1 218-339-7816 Access code: 591 7105**
- B.** Pledge of Allegiance
- C.** Roll Call
 - 1. Director Dice to be calling in from: Quality Inn. 1803 Comfort Ln. Cameron MO 64429
- D.** Approval of Agenda
- E.** Approval of Minutes
- F.** Comments from the Public & Requests for Future Agenda Items (may be limited to 3 min)
- G.** Comments from Directors
- H.** Correspondence Received from the Public – NONE RECEIVED

II. ITEMS FOR BOARD CONSIDERATION AND POSSIBLE ACTION

- A.** Borrego Water District
 - 1. Club Circle Area Sewerline Cleaning and Inspection by Downstream – G Poole
 - 2. Resignation of Director Harry Ehrlich and Review of Process for Replacement – G Poole
- B.** GSA: Borrego Springs Sub Basin
 - 1. BWD GSP Draft Public Comments – Posted on County Site – INFORMATIONAL

III. STANDING AND AD-HOC BOARD COMMITTEE REPORTS – Deferred Until 7-9

IV. STAFF REPORTS: Deferred Until 7-9

V. CLOSED SESSION:

- A.** Conference with Legal Counsel - Significant exposure to litigation pursuant to paragraph (3) of subdivision (d) of Section 54956.9: (Two (2) potential cases)

VI. CLOSING PROCEDURE

- A.** Suggested Items for Next/Future Agenda
- B.** The next Regular Meeting of the Board of Directors is scheduled for Tuesday, July 9th @ 9:00

AGENDA: July 3, 2019

All Documents for public review on file with the District's secretary located at 806 Palm Canyon Drive, Borrego Springs CA 92004

Any public record provided to a majority of the Board of Directors less than 72 hours prior to the meeting, regarding any item on the open session portion of this agenda, is available for public inspection during normal business hours at the Office of the Board Secretary, located at 806 Palm Canyon Drive, Borrego Springs CA 92004.

The Borrego Springs Water District complies with the Americans with Disabilities Act. Persons with special needs should call Geoff Poole – Board Secretary at (760) 767 – 5806 at least 48 hours in advance of the start of this meeting, in order to enable the District to make reasonable arrangements to ensure accessibility.

If you challenge any action of the Board of Directors in court, you may be limited to raising only those issues you or someone else raised at the public hearing, or in written correspondence delivered to the Board of Directors (c/o the Board Secretary) at, or prior to, the public hearing.

BORREGO WATER DISTRICT
BOARD OF DIRECTORS MEETING – JULY 3, 2019
AGENDA BILL II.A.1

July 1, 2019

TO: Board of Directors, Borrego Water District
FROM: Geoff Poole, GM
SUBJECT: Club Circle Area Sewerline Cleaning and Inspection by Downstream – G Poole

RECOMMENDED ACTION:

Authorize staff to proceed with contract documents and commence work for sewerline cleaning/inspection with DownStream Inc

ITEM EXPLANATION

Cleaning and inspecting the sewer collection system has been an item on BWD Capital Improvement Plan for years and was recently included in the BWD Bond Financing in July 2018. Due to condition of BWD sewer infrastructure and past difficulty in getting qualified Contractors to submit bids, BWD has been using DownStream for years with great success. The cleaning of 50+ year old clay sewer laterals and lines is an extremely sensitive operation and special attention must be paid to avoid causing damage due to the cleaning and inspecting. Therefore, staff and the O and I Committee are recommending DownStream for this project and request authorization to proceed with the work immediately.

Due to the unknown nature of these projects, an initial estimate of two weeks has been developed and a cost per day (\$7,600/day avg approx) will be paid to DownStream. Roy and Greg will monitor the work once it begins.

FISCAL IMPACT

\$76,720 to be funded from 2018 BWD Bond proceeds

ATTACHMENTS

1. Proposal from Downstream

PROPOSAL SCOPE OF WORK

- ✓ Pipeline Condition Assessment
- ✓ Pipeline Maintenance
- ✓ Pipeline Rehabilitation
- ✓ UV Cured Lining
- ✓ Underground Services
- ✓ Storm Water Compliance
- ✓ Instrumentation
- ✓ Pump Station Maintenance
- ✓ 24/7 Emergency Services
- ✓ Collection System Maintenance
- ✓ Traffic Control Services

Date: 6/6/19

Billing To: Borrego Water District
Contact: Greg Holloway
Billing Address: 806 Palm Canyon Drive, Borrego Springs, CA 92004

Project Name: Cleaning and CCTV 6-10" Sewers
Project Location: Various locations per attached client map

Contact Phone Number: 760-767-5806
Contact Email: greg@borregowd.org

✓ URGENT For Review Please Comment ✓ Please Reply

- California Tax Identification #80-0011534
- California Contractor's License #807953A, C31, Haz.
- California Hazardous Materials Transportation License #134172
- U.S. Department of Transportation Hazardous Materials Certificate of Registration #093004-001-02, H.N
- U.S. Environmental Protection Agency EPA #CAIR0000401002
- Department of Toxic Substances Control Hazardous Waste Transporter Registration #4434
- NASSCO PACP / MACP / IACP Certified
- Confined Space Entry Certified
- SCBA Certified
- Construction Quality Management (CQM-C Certified)

Scope of Work:

- Perform hydro-jetting cleaning of 6-10" PVC and Clay pipe approximately 3.5 miles, 2-3 passes to enable camera to pass for inspection
- Perform CCTV Per NASSCO-PACP standards post cleaning of 6-10" PVC and Clay pipe 3.5 miles
- Client to provide onsite water meter from hydrant. DSI will provide the backflow.
- All cleaning water will be decanted onsite in sewer system
- Cleaning sediments will be disposed of at Borrego Water drying beds
- Client will provide laydown area at the plant for DSI equipment
- Traffic Control will be performed per short duration Watchbook per standards of CA-MUTCD
- Post CCTV repair recommendations or corrective action suggestions
- State Prevailing Wages
- Areas of work to be performed: from Lift Station to Foursome, Marker Road, Tilting T, Backnine and abandon golf course area.
- All areas are accessible for DSI equipment

See attached for pricing and additional project information

If camera or jetter nozzle becomes lodged in pipe due to existing conditions, time and material rates still apply. Owner must provide clear and unobstructed work area, access to manholes, and access points. DSI requires a 12 hour cancellation notice. Any cancellation received less than 12 hours will result in a \$350.00 cancellation fee. Cancellation of project within 2 hours of onsite time and a 4 hour minimum for the crew at the listed rate will be charged. Any work beyond the scope will be billed at time and material rates (attached). Payment terms are NET 30 days. All past due accounts are subject to 1½% per month service charge. Please sign and fax back to be placed on schedule. This proposal excludes all City and/or State fees or permits.

Thank you,

Kim Carr
PM/SSHO/CQM

Contractor's License #807953
 DIR Registration #1000004632



CONFIDENTIAL

2855 Progress Place, Escondido, CA 92029
 O: (760) 746-2544 | F: (760) 746-2667
 Kim Carr | M: (760) 497-6879
KimC@downstreamservices.com

To: Borrego Water District	Date: 6/6/2019
Attn: Greg Holloway	Job Name: Cleaning and CCTV Sewer Mains
Address: 806 Palm Canyon Dr., Borrego Springs, CA 92004	Jobsite Address: Various locations
	Email: greg@borregowd.org

ITEM	DESCRIPTION	QTY	UNIT	PRICE	TOTAL
1	Out of Town Per Diem and Lodging	1.00	LS	\$4,600.00	\$ 4,600.00
2	Mobilization of Crews and Equipment- covers 2 mobilization	2.00	EA	\$7,500.00	\$ 15,000.00
3	Cleaning Crew and Equipment Daily Rate (8 hour onsite)	10.00	DY	\$3,000.00	\$ 30,000.00
4	CCTV Crew and Equipment Daily Rate (8 hour onsite)	10.00	DY	\$2,712.00	\$ 27,120.00
5					\$ -
6	Proposal is based on 2- weeks of work.				\$ -
7	Additional days to perform scope will require additional mobilization.				\$ -
8					\$ -
9					\$ -
10					\$ -

<u>Assumptions:</u>	<u>Exclusions:</u>
State prevailing rate of pay.	Permits, licenses and performance bonds.
Prime contractor/Owner to provide clear unobstructed access to pipeline segment(s) free of hindrance from other subcontractors.	Removal or relocation of existing utilities.
Onsite laydown area will be provided for equipment and material storage.	Traffic control Permits or Plans.
Water (Owner shall provide mobile means of providing water, such as mobile meter or fire hydrant hookup).	Plugging, flow diversion, bypass pumping and operating pump stations.
Confined Space Entries are not anticipated.	Third party material sampling and testing.
Traffic control per WATCHBOOK -CA- MUTCD	City, state or federal fees or permits.
Access (Owner shall provide adequate access).	If jetter head or camera becomes lodged in line (s) this indicates structural deficiency and removal will be done on T&M basis.
Delays beyond our control will be invoiced at listed hourly rates for men and equipment.	Disposal (Owner shall provide local disposal site and cover associated fees).
	Confined Space Entries.

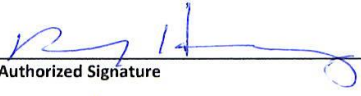
We propose to furnish material and labor - complete in accordance with the above specifications, for the sum of:

\$76,720.00

Acceptance of proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. Downstream Services, Inc. is authorized to do the work as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner to carry general liability, workman's compensation fund and other necessary insurance. Requests for additional services beyond the above outlined scope will be submitted by written change order and payment thereof made accordingly. This proposal will be valid for a period of sixty (60) days following the date set forth above. This proposal shall be incorporated into the service contract when Downstream Services, Inc. is listed as a subcontractor. In the event a lawsuit is instigated to enforce payment, the client agrees to pay reasonable attorney and collection fees together with the legal interest and costs of lawsuit. I agree to notify Downstream Services, Inc. in writing of any disputes within 30 days of the date the work was performed otherwise such disputes are considered negligible. A service charge of 1.5% per month (18% per annum) will be charged on all past due accounts. Payment will be made as outlined above Net 30 days with Monthly Progress Payments.

6/13/19

 Date



 Authorized Signature
 Greg Holloway, OPERATION MANAGER

 Print Name/Title

BORREGO WATER DISTRICT
BOARD OF DIRECTORS MEETING – JULY 3, 2019
AGENDA BILL II.A.2

July 1, 2019

TO: Board of Directors, Borrego Water District
FROM: Geoff Poole, GM
SUBJECT: Resignation of Director Harry Ehrlich and Review of Process for Replacement – G Poole

RECOMMENDED ACTION:

Receive Resignation of Director Ehrlich and authorize staff to proceed with replacement process

ITEM EXPLANATION

Director Ehrlich has submitted the attached Letter of Resignation.

Section 1780 of the Government Code requires that the District notify the San Diego County Registrar of Voters of the vacancy within 15 days of the date the District's Board of Directors is notified of the vacancy or the effective date of the vacancy, whichever is later. This notification will happen immediately following the Board Meeting.

The District's Board of Directors must then either call an election or appoint a new Director to fill the vacancy within 60 days of the date on which the Board was notified of the vacancy or the effective date of the vacancy, whichever is later. If the Board fails to take either action within the 60-day period, the County Board of Supervisors may appoint a new Director or order the District to call an election.

Staff would like to discuss the Board's ideas for a possible process for selecting a replacement.

FISCAL IMPACT

N/A

ATTACHMENTS

1. Announcement and Application Form

BORREGO WATER DISTRICT

Board of Directors Replacement Application: June 25, 2019

INTRODUCTION: In June 2019, Director Harry Ehrlich resigned from the BWD Board effective June 25, 2019. The remaining Board members have 60 days to nominate and select a replacement and is looking for the most qualified candidate for the remainder of the term thru January 2021. The process outlined in this document will be used to make the selection. The accompanying Application Form is being used to help the Board with this Goal, as specified below.

QUALIFICATIONS: BWD is looking to accept applications, interview and select the most qualified applicant from interested Borrego Water District service area residents who are registered voters in the BWD service areas. Although not mandatory, an understanding of the roles of BWD and its current involvement in GroundWater Sustainability Planning would be considered an asset.

PROCESS: The application process will begin on July 3, and run thru July 31st, 2019. An Ad-Hoc committee of the BWD Board (Directors Dice and Duncan) has been created to work with Staff and administer the nomination process. Once all applications have been received on July 16th, an interview process will follow and the final nomination and selection of the new Director is scheduled for the July 23rd Board Meeting or a Special Meeting in August, if needed. The exact date for August meeting, if needed, has yet to be determined.

To become familiar with SGMA and its requirements, we suggest the following:

<http://water.ca.gov/groundwater/sgm/gsp.cfm> and
http://water.ca.gov/groundwater/sgm/pdfs/GSP_Final_Regs_Guidebook.pdf

To become familiar with the hydrology of the Borrego Basin, we suggest the following:

<https://www.sandiegocounty.gov/content/sdc/pds/SGMA/borrego-valley.html>

DEADLINE: The following page is the Application Form and is to be completed and returned to BWD by **3 pm on Tuesday July 16, 2019**. If mailing in the Form (806 Palm Canyon Dr,) please allow for delivery time to ensure it arrives before the closing day and time. The Applicant may also submit responses electronically and emailed to Geoff@BorregoWD.org. Applicants are asked to write on the following Application Form or submit his/her or on a separate sheet of paper with the answers numbered accordingly.

Please feel free to contact the General Manager of BWD, Geoff Poole, for any questions on the BWD Board Member selection process at 760-767-5806. Thank you for your interest.

BWD BOARD OF DIRECTORS

Application Form – DEADLINE July 16th 2019 @ 3 PM

Name: _____ Phone: _____

Address: _____ Email: _____

1. Please explain your understanding of the Borrego Water District Roles:

2. Please explain your understanding of the Sustainable Groundwater Management Act, Groundwater Sustainability Plan and its ultimate goals.

3. Please provide an explanation of the PROFESSIONAL EXPERIENCE that you feel makes you qualified as a Board Member of the BWD:

4. Please provide an explanation of the BORREGO COMMUNITY SERVICE EXPERIENCE that you feel makes you qualified as a Board Member of the BWD:

5. What special skills do you possess that you feel will benefit the Board?

6. How would you describe your conflict resolution/problem solving skills?

7. Is there anything else the Committee should know about you, your experiences and interests?

Signature

Date: _____

BORREGO WATER DISTRICT
BOARD OF DIRECTORS MEETING – JUNE 25, 2019
AGENDA BILL II.B.1

June 20, 2019

TO: Board of Directors, Borrego Water District
FROM: Geoff Poole, GM
SUBJECT: BWD GSP Draft Public Comments – Posted on County Site – INFORMATIONAL

RECOMMENDED ACTION:

Receive Update

ITEM EXPLANATION

The County of San Diego has posted all of the public comments received during the 60-day GSP review process on its GSP website. County Staff and Dudek are working on the responses and will present them to the GSP Advisory Committee on July 25th at the BS Library at 10 AM (to be broadcast online as a webinar). A final AC meeting is planned for September and a Consensus vote taken on the document.

FISCAL IMPACT

N/A

ATTACHMENTS

1. None