

Borrego Water District Board of Directors
Regular Meeting
November 8, 2022 @ 9:00 a.m.
806 Palm Canyon Drive
Borrego Springs, CA 92004

COVID-19 UPDATE: The Borrego Water District Board of Directors meeting as scheduled in an electronic format. BWD will be providing public access to the Meeting thru electronic means only to minimize the spread of the COVID-19 virus, based upon direction from the California Department of Public Health, the California Governor's Office and the County Public Health Office. Anyone who wants to listen to or participate in the meeting is encouraged to observe the GO TO MEETING at:

<https://meet.goto.com/185140845>

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I. OPENING PROCEDURES -

- A.** Call to Order
- B.** Pledge of Allegiance
- C.** Directors' Roll Call: President Dice, Vice President Baker, Directors Duncan, Johnson and Rosenboom
- D.** Approval of Agenda
- E.** Comments from the Public & Requests for Future Agenda Items (may be limited to 3 min)
- F.** Comments from Directors
- G.** Correspondence Received from the Public - SG Letter to WMB

II. ITEMS FOR BOARD CONSIDERATION

- A.** Consent Calendar
 - 1. Resolution No. 2022-11-01 Virtual Meetings
- B.** Recording and Retention of BWD Board Meetings – J Clabaugh
- C.** Town Hall 2021 Overview – G Poole/K Dice/D Johnson
- D.** Borrego Springs Subbasin Watermaster Board – VERBAL D Duncan/K Dice/T Driscoll
 - 1. Update on Board Activities
 - 2. Update on Technical Advisory Committee Activities

III. BOARD COMMITTEE REPORTS, IF NEEDED

STANDING:

- A.** Operations and Infrastructure: Duncan/Rosenboom
- B.** Budget and Audit: Dice/Rosenboom
- C.** ACWA/JPIA Insurance: Dice/Johnson

AGENDA: November 8, 2022

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.

AD HOC:

- A. Prop 68: Baker/Johnson
- B. Public Outreach: Dice/Johnson
- C. Grants: Dice/Johnson
- D. Cyber Security/Risk Management: Baker/Rosenboom
- E. Developer's Policy: Baker/Duncan
- F. Finance: Baker/Rosenboom
- G. WWTP Monitoring Wells: Baker/Rosenboom

IV STAFF REPORTS - VERBAL

- A. General Manager – Geoff Poole
 - 1. Proposition 68 Grant Update
 - 2. De Minimum Well Application: BWD Response

V. CLOSED SESSION:

- A. Conference with Legal Counsel - Potential Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (Two (2) potential cases)
- B. Conference with Legal Counsel – Existing Litigation (Borrego Water District v. All Persons (Groundwater), Orange County Superior Court Case No. 37-2020-00005776)
- C. Conference with Real Property Negotiators (Gov. Code §Section 54956.8) Property Easement APN: 140-303-0900 & 140-303-1100 Agency Negotiator: Geoff Poole, BWD General Manager Negotiating Parties: BWD and US Gypsum Corp as potential buyer Price and Terms of Payment
- D. Conference with Real Property Negotiators (Gov. Code §Section 54956.8) Property (BWD Wastewater Treatment Plant Monitoring Well Easements) APN: 200-120- 42-00 Agency Negotiator: Geoff Poole, BWD General Manager Negotiating Parties: BWD and T2 Borrego as potential seller Price and Terms of Payment

VI. CLOSING PROCEDURE: The next Board Meeting is scheduled for 9:00 AM November 15th , 2022, at 5:30 for the 2022 Borrego Springs Town Hall, to be available in person and online. See Board Agenda at BorregoWD.org for details, Agenda information available at least 72 hours before the meeting.

AGENDA: November 8, 2022

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November 3, 2022

Borrego Springs Watermaster
c/o West Yost Associates
23692 Birtcher Drive
Lake Forest Ca. 92630

Subject: De Minimis Well Application for a proposed Domestic Well located near Borrego Water District Well ID4-18

Dear Watermaster Board Members,

The Borrego Springs Community Sponsor Group represents the community in land use planning activities within our town. It has come to the attention of the Sponsor Group that the Watermaster Board recently did not follow the recommendations of their staff (West Yost) as well as the recommendation as submitted by the Borrego Water District (BWD). This is regarding a well application for a domestic well located near the BWD well number ID4-18. The Sponsor Group is requesting that the issue be reconsidered to ensure that adverse cross-contamination within the aquifer be restricted.

The Sponsor Group has reviewed the technical memorandum dated July 5, 2022 from Trey Driscoll to Geoff Poole of the BWD, and a letter dated August 25, 2022 sent from the BWD to the Borrego Springs Watermaster. Also, a presentation was given by Mr. Trey Driscoll from Intera (representing the BWD) to the Water and Land Use Planning Subcommittee (Watco) of the Sponsor Group on October 19, 2022.

Of specific concern is that the Watermaster Board did not require that the non-saturated well annulus (see footnote 1 for definitions of these terms) of the subject well be filled with a nonpermeable material. It is well known that a well can provide an avenue for downward migration of shallow water and any contaminants it might contain. This is of special concern considering that recent water quality samples from the BWD well ID4-18 have shown a significant and substantial rise in nitrate levels (Exhibit 1 from the Technical Memorandum


Driscoll to Poole July 5, 2022). The most likely cause of such an increase is the downward movement of irrigation return flows in the area. The completion of nearby wells, offering a preferential pathway for downward movement of degraded irrigation return flows, could further compound this problem.

It should also be noted that John Peterson, Sponsor Group Vice Chair and the Chairperson of the Watco, is a California Professional Geologist, #3713 and a California Certified Hydrogeologist #90. He has 40 years of professional experience working within the basin, including 22 years' experience working as the San Diego County Hydrogeologist. Mr. Peterson has reviewed and has agreed that the suggested construction design as requested by the BWD is a reasonable and sensible approach to address the issue of potential cross-contamination of irrigation return flows.

Due to these issues the Borrego Sponsor Group is in support of the request as provided by the BWD that the well be installed with a non-permeable well annulus to restrict the vertical migration of degraded shallow waters.

Please contact us if you would like us to provide any additional information regarding these issues.

Sincerely yours,



Rebecca Falk, Chairperson
Borrego Springs Community Sponsor Group

Footnote 1: The well annulus is that portion of a well that lies between the production casing (which allows the pump and motor to be installed in the well) and the country rock (which has been removed through the drilling process). After the installation of the production casing the annulus is filled, below the saturated zone ("water table"), with very porous material such as sand and or gravel, which allows water movement into the screen section of the well. This water is then available to the pump and the motor. However, the unsaturated

section "above the water table" of the annulus can be refilled with either permeable or non-permeable materials. Examples of permeable materials would be sand or country rock; non-permeable materials would include neat cement or expandable clays, such as bentonite. If the annulus in the unsaturated portion (above the water table) is refilled with permeable materials this could allow for vertical migration (most frequently downward) of shallow vadose water. The unsaturated zone of an aquifer is the zone (above the water table) that allows for the transport of water from the surface to the water table. All "recharged water", which includes natural groundwater recharge as well as irrigation return flows moving downward, must move through the unsaturated portions of a groundwater basin. Therefore, it is very important that the effects of water movement through the unsaturated (vadose) zone be included in the analysis of any hydrological system.

The water that is applied to an agricultural crop is consumed in three different ways:

1. "Transpiration", which is water that is required for plant growth. This water is ultimately lost to the atmosphere.
2. "Evaporation" which is the loss of water directly to the atmosphere and is a function of the efficiency and design of an irrigation system.
3. "Irrigation Return Flow" is that quantity of water used to "flush" the overlying soils of excess salts and chemicals. This "excess" water is necessary so that those salts and chemicals can be removed from the root zone of crops. It will ultimately recharge the groundwater system; however it is excessively laden with salts and chemicals that have been used on the agricultural crop. These waters moving through the unsaturated (vadose) zone are thus highly enriched with salts and excess agricultural chemicals.

A well annulus that is refilled with permeable materials can provide for preferential pathway for the downward migration of degraded water containing irrigation return flows. This is especially important given that the nearby BWD operational well (ID4-18) and the surrounding area are located in the northern agricultural fields of Borrego Springs.

BORREGO WATER DISTRICT
BOARD OF DIRECTORS MEETING
NOVEMBER 8, 2022
AGENDA ITEM II.A

November 4, 2022

TO: Board of Directors

FROM: Geoffrey Poole, General Manager

SUBJECT: Consent Calendar

RECOMMENDED ACTION:

Review, change if needed and approve

ITEM EXPLANATION:

The Virtual Meeting Resolution

NEXT STEPS

TBD

FISCAL IMPACT

TBD

ATTACHMENTS

1. Virtual Resolution 2022-11-01



RESOLUTION NO. 2022-11-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BORREGO WATER DISTRICT AUTHORIZING VIRTUAL BOARD AND COMMITTEE MEETINGS PURSUANT TO AB 361

WHEREAS, the Borrego Water District (“District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend and participate in the District’s meetings; and

WHEREAS, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

WHEREAS, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

WHEREAS, pursuant to the Governor’s executive orders, the District has been holding virtual meetings during the pandemic in the interest of protecting the health and safety of the public, District staff and Directors; and

WHEREAS, the Governor’s executive order related to the suspension of certain provisions of the Brown Act expires on September 30, 2021; and

WHEREAS, on September 16, 2021 the Governor signed AB 361 (in effect as of October 1, 2021 – Government Code Section 54953(e)), which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, a state of emergency has been proclaimed related to COVID-19, state or local officials are recommending measures to promote social distancing, and because of the ongoing threat of COVID-19, meeting in person would present imminent risks to the health and safety of attendees;

NOW, THEREFORE, BE IT RESOLVED THE BOARD OF DIRECTORS OF THE BORREGO WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Remote Teleconference Meetings: Consistent with the provisions of Government Code Section 54953(e), the Board of Directors finds and determines that (1) a state of emergency related to COVID-19 is currently in effect; (2) state or local officials have recommended measures to promote social distancing in connection with COVID-19; and (3) due to the COVID-19 emergency, meeting in person would present imminent risks to the health and safety of attendees. Based on such facts, findings and determinations, the Board authorizes staff to conduct remote teleconference meetings of the Board of Directors, including Committee meetings, under the provisions of Government Code Section 54953(e).

Section 3. Effective Date of Resolution. This Resolution shall take effect upon adoption and shall be effective for 30 days unless earlier extended by a majority vote of the Board of Directors in accordance with Section 4 of this Resolution.

Section 4. Extension by Motion. The Board of Directors may extend the application of this Resolution by motion and majority vote by up to 30 days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3).

PASSED AND ADOPTED by the Board of Directors of the Borrego Water District this 8th day of November, 2022.

Kathy Dice
 President Of The Board Of Directors Of The Borrego Water District

ATTEST:

Dave Duncan
 Secretary Of The Board Of Directors Of The Borrego Water District

I, Dave Duncan, Secretary of the Board of Directors of the Borrego Water District, do hereby certify that the foregoing resolution was duly adopted by the Board of Directors of said District at a Special Meeting held on the 8th day of November, 2022 and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA)
)ss.
 COUNTY OF SAN DIEGO)

Dave Duncan
 Secretary of the Board of Directors
 Of Borrego Water District

BORREGO WATER DISTRICT
BOARD OF DIRECTORS MEETING
NOVEMBER 8, 2022
AGENDA ITEM II.B

November 2, 2022

TO: Board of Directors

FROM: Jessica Clabaugh, Finance Officer

SUBJECT: Recording and Retention of BWD Board Meetings – J Clabaugh

RECOMMENDED ACTION:

Receive Report and direct staff as deemed appropriate

ITEM EXPLANATION:

BWD board meetings have been held on a virtual platform since Spring of 2020. Staff has been exploring the possibility of posting recordings of virtual board meetings on the BWD website and would like direction regarding record retention and length of public availability

NEXT STEPS

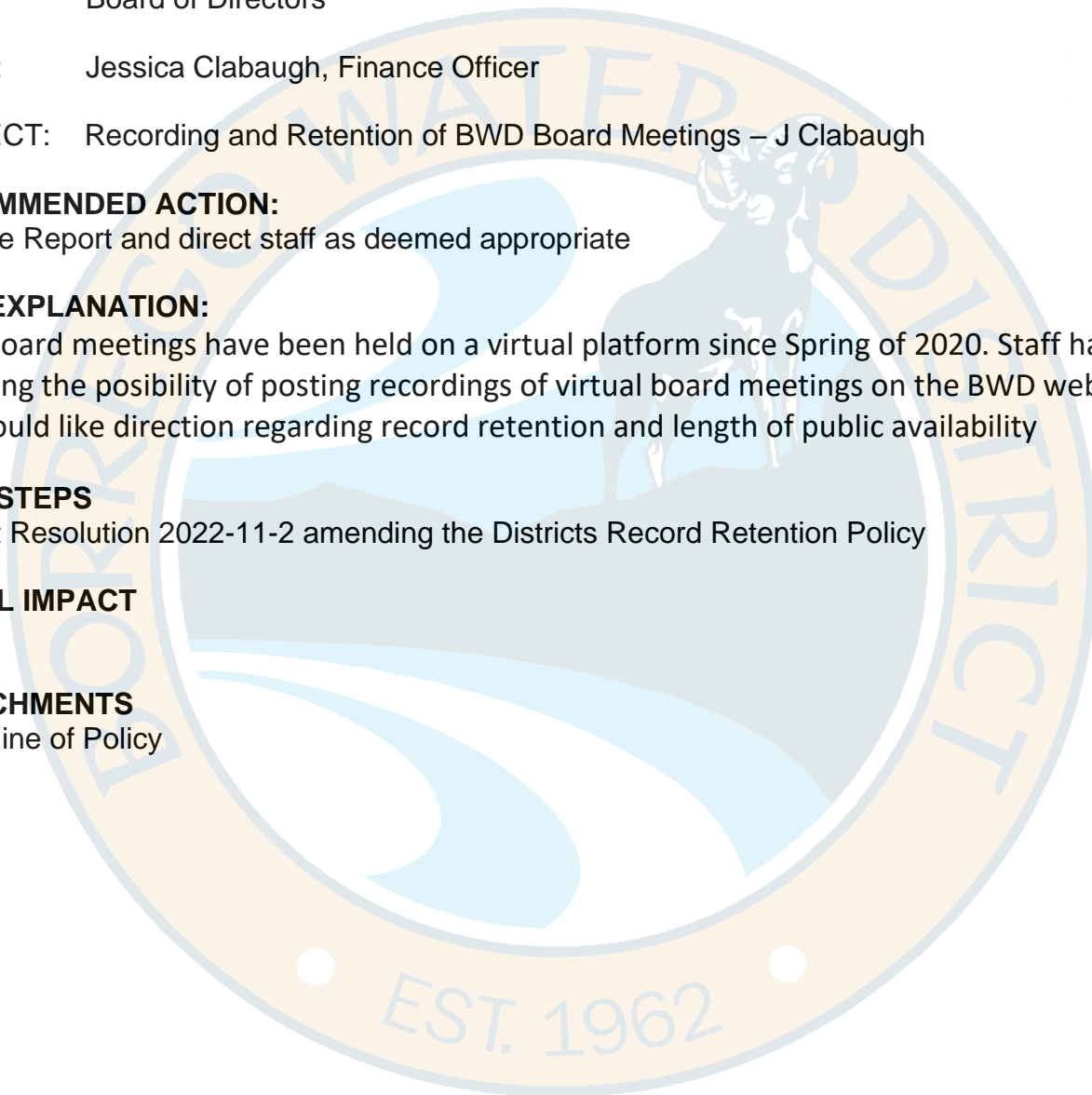
Adopt Resolution 2022-11-2 amending the Districts Record Retention Policy

FISCAL IMPACT

N/A

ATTACHMENTS

1. Redline of Policy



**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE BORREGO WATER DISTRICT, SAN DIEGO COUNTY, CALIFORNIA,
AUTHORIZING THE ADOPTION OF A PUBLIC RECORDS POLICY AND A
RECORDS RETENTION POLICY AND SCHEDULE FOR THE DISTRICT.**

RESOLUTION 20~~10~~22-~~06~~11-~~10~~21

WHEREAS, the Borrego Water District is required by California law to retain certain documents for enumerated periods of time, which records, retained in the ordinary course of District business become public records subject to disclosure under the California Public Records Act unless otherwise exempted from disclosure under California law; and

WHEREAS, the District seeks to have its public records policy and records retention schedule comply with the most current legal requirements; and

WHEREAS, the Board of Directors of the District has found and determined that the adoption of a Record Retention Policy and establishment of a Record Retention schedule to establish an orderly procedure for the storage, reproduction and possible destruction of records on a continuing basis, is important and should provide for the protection of records vital to the District.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Borrego Water District hereby adopts the Public Record Policy and Record Retention Policy and Schedule.

ADOPTED, SIGNED AND APPROVED By the Board of Directors of the Borrego Water District, County of San Diego, State of California this ~~28th day of June, 2010~~^{8th day of November}.

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President of the Board of Directors of
Borrego Water District

ATTEST:

~~Assistant~~ Secretary of the Board of Directors of
Borrego Water District

STATE OF CALIFORNIA)
) ss.
COUNTY OF SAN DIEGO)

I, ~~Richard Williamson~~Dave Duncan, Assistant Secretary of the Board of Directors of the Borrego Water District, do hereby certify that the foregoing resolution was duly adopted by the Board of Directors of said District at a regular meeting held on the ~~28th day of June, 2010,~~8th day of November 2022 and that it was so adopted by the following vote:

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AYES: DIRECTORS: ~~King, Mendenhall, Shimeall~~
NOES: DIRECTORS:
ABSENT: DIRECTORS: ~~Smiley~~
ABSTAIN: DIRECTORS:

~~Assistant~~ Secretary of the Board of Directors of
Borrego Water District

(SEAL)

STATE OF CALIFORNIA)
) ss.
COUNTY OF SAN DIEGO)

I, ~~Richard Williamson~~Dave Duncan, Assistant Secretary of the Board of Directors of the Borrego Water District, do hereby certify that the above and foregoing is a full, true and correct copy of RESOLUTION NO. ~~20102022-6-1011-12~~, of said Board, and that the same has not been amended or repealed.

Dated: ~~June 28, 2010~~November 8, 2022

~~Assistant~~ Secretary of the Board of Directors of
Borrego Water District

(SEAL)

BORREGO WATER DISTRICT
POLICY STATEMENT

SUBJECT: PUBLIC RECORDS POLICY / RECORD RETENTION POLICY AND SCHEDULE

NO: 2009-09-01

ADOPTED: 2009-09-16

AMENDED: [2010-06-10](#)

AMENDED: [2022-11-08](#)

Purpose:

To establish district policy and guidelines concerning accessibility of District Records according to the California Public Records Act, Government Code Section 6250 et seq. To establish guidelines for the retention of records and to identify those records which are no longer required for or important to District operations, and are therefore appropriate for destruction.

Goals:

As per Section 6253 of the Government Code, it is the goal of the Borrego Water District to provide every person the right to inspect any public record except those specifically exempted by law.

Policy:

Public records of the Borrego Water District shall be open to inspection during regular office hours of the District. "Public records" are all records of the District except those that are exempted from disclosure by the California Public Records Act (Government Code Sections 6275 et. seq.). This public records policy of the District shall at all times be subject to the California Public Records Act as it may be amended from time to time, and if there is any conflict between that act and this policy, the Act shall prevail.

DEFINITIONS

"Public records"

Includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical form or characteristics

"Writing"

means any handwriting, typewriting, printing, Photostatting, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Procedure:

1. District staff shall provide a "Public Records Review (or ACT) Request" to each individual who requests the inspection or photocopying of District records and shall assist the individual in completing the form if requested.
2. All requests to view or photocopy District records other than typical billing and account information are to be forward to the District's Administrative Assistant for processing.
3. Upon receipt of a completed request, the District will, when appropriate:
 - (a) Indicate the place within which the inspection must be made, and the time limitation, if any, for return of the documents. Inspection of public records shall be made only in the District Office, and no document shall be removed therefrom. A representative of the District may be present during the inspection of any records.
 - (b) Supervise and assist the requestor in reviewing the records.
 - (c) Provide copies upon request and after payment of the appropriate fees.
4. The District may temporarily deny or restrict inspection of public records under the following circumstances:
 - (a) At the time of the request, the records are required by District staff in performing their duties
 - (b) Other persons are inspecting or are waiting to inspect the records
 - (c) The records need to be retrieved from storage
 - (d) At the time of the request, supervision of inspection of the records is not possible because of the unavailability of appropriate District personnel
 - (e) A question exists as to the possible exemption of the record from disclosure and the matter must be referred to legal counsel for determination
5. The District has 10 days after receipt of the request to determine if the requested record is subject to inspection. If it is uncertain whether the record is exempt from disclosure under the California Public Records Act, the District will consult with counsel. In "unusual" cases (request is "voluminous", records are off-site, or requires consultation with other agencies), the District may give itself an additional 14 days to respond. If this is the case, written notice must be given to the requestor outlining the reason for the extension and anticipated date of completion.

Electronic Mail (E-mail)

E-mail messages are text documents which are created, stored, and delivered in an electronic format. As such, e-mail messages are similar to other forms of communicated messages, such as correspondence, memoranda, and circular letters. Generally, e-mail messages are temporary communications which are non-vital and may be discarded routinely. However, depending on the content of the e-mail, it may be considered public record.

Messages and attachments should be reviewed at minimum every 15 days and, if they are determined to be records, printed fully (including time, date, sender and receiver) and retained in paper format.

E-mail records that are classified as official records are subject to the individual department's records retention schedules and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-mail message.

Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge. Destroy transitory e-mail when they have served their purpose.

EXAMPLES OF E-MAILS THAT GENERALLY OR MAY CONSTITUTE PUBLIC RECORDS

- E-mail created or received by District employees in connection with District business.
- E-mail that facilitates action, such as initiating, authorizing or completing a transaction in connection with District business.
- E-mail that provides substantive comments on an action taken by the District (i.e., comments add to a proper understanding of the execution of the final District action).
- E-mail providing documentation of significant official decisions and commitments reached orally and not otherwise documented in the District's files.

Record Retention and Schedule

- Different types of District records and a recommended retention period for those records are set forth on the attachment to this Policy. Although every effort has been made to provide a thorough list of the different types of District records, the attached list is not all inclusive, and there may be records which do not fall within one of the listed categories. In such case, the General Manager of the District is authorized to make a determination as to the appropriate retention period for that particular record.
- In accordance with Government Code 60201, the district may utilize alternative storage methods for those records which are not required to be maintained in their original form. District records may be photographed, recorded on optical disk, or any other medium which does not permit additions, deletions or changes to the original document.
- The General Manager shall oversee the process for destruction of District records in accordance with the guidelines attached to this Policy.
- The Records Retention Schedule will be reviewed annually.

BORREGO WATER DISTRICT
PUBLIC RECORDS ACT REQUEST

Date: _____

Requester's Name: _____

Mailing Address: _____
Street City State Zip

Phone Number: _____ Email: _____

Description of records (Please be as specific as possible. If known, include author, recipient, title, date or date range, etc.)

Please complete one copy of this form for each public records act request. Mail/Fax or drop off the form(s) to the below address. You will be advised as to whether or not we have records subject to release within 10 calendar days of receipt of the request. There will be a .10 per page charge, \$5.00 per CD copy, and you will be notified of the cost in advance of copies being made.

**BORREGO WATER DISTRICT
PUBLIC RECORDS
COPY COST SCHEDULE**

COPY OF 8½ X 11", 8½ X 14", AND 11" X 17" \$0.10

COLOR COPY OF:
8 ½ X 11" AND 8 ½ X 14" \$1.60
11" X 17" \$2.80

ELECTRONIC RECORDS (CD) \$5.00

MAILING SERVICES

POSTAGE PER OUNCE
CURRENT FIRST CLASS RATE PER USPS

Record Retention Schedule

Department: Accounting

Description of Record	Retention of Original Record			Electronic Media Actions		Remarks
	In Office	In Archives (years)	Total Period (years)	Scan Version?	Scan Media Retention	
Accounts Payable: Check Register, Paid Invoices, Cancelled checks	Current year	6	7			
Accounts Receivable Folder: (Paid Misc., Accounts Receivable Billings, golf receipts)	Current Year	6	7			
Audit Reports	Current Year	Past years	Permanently			
Bank General Correspondence	Current Year	Past years	Retain file until service with bank is terminated plus 6 years			
Bank Reconciliation	Current	6	7			
Bank Statements	Current	6	7			
Banks- Borrego Springs Bank – Funds Transfer Authorization	Current	6	6 years plus current after document is superseded			
Banks-Contract for Banking Services	Current	7	7 years plus current after termination of contract			
Budgets	Current		Permanently			
Certificates of Insurance for Active & Inactive Vendors	Current		3 years from expiration date			
Certificates of Insurance for Agreements/Contracts	Current		Lifetime of agreement plus 7 years			
Certificates of Insurance for contractors for Repair jobs for District Equipment or Facilities	Current		7 years after exp. Date on certificate			
Certificate of Participation Statements	Current	6	7			
Credit Card (M/C, Visa) Monthly reports	Current	4	5			

Conflict of Interest – Code Files	Current		Permanently			
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Department: Accounting

Conflict of Interest – Correspondence Files	Current		Permanently			
Conflict of Interest – (Form 700) Statement of Economic Interests	Current	7	8			
Daily Deposit slips	Current	2	3			
Election Files	Current		Permanently			
Electronic deposits/check retention	60 days	30 days	90 days			
Employees’ Newsletters	Current		Permanently			
Employee’s W-4 Forms	Current	3	4			
Financial – Investments, County Treasurer Corres., Reports	Current		Permanently			
Financial Transactions report to State Controller	Current		Permanently			
Financial – 1999 Cert. of Participation, Documents	Current		Permanently			
Insurance – Liability & Property Memorandum of Coverage	Current	7	7 years plus current from policy expiration date			
Insurance – Sick Pay Employer Reports	Current	7	8			
Investments – Local Agency Investment Funds (LAIF) (Statements & Correspondence)	Current		Permanently			
Investments- Trust Statements	Current		Permanently			
Invoices on Vehicles no longer owned by district			2 years plus current (go by date of replacement)			
Matured time Deposits Correspondence	Current		Permanently			
Work Orders	Current	2	Permanently			
Petty Cash Slips (paid)	Current	3	4			
Taxes – Federal Withholding Tax Quarterly Return 941	Current	7	8			
Taxes – State Withholding Tax Quarterly Return (DE6)	Current	7	8			

Treasure's Reports	Current		Permanently			
Water Rate Increase	Current		Permanently			
Water Rate Increase (Returned Mail)	1 year		1 year (can be destroyed after the next rate increase mailing)			

Department: Administration

Description of Record	Retention of Original Record			Electronic Media Actions		Remarks
	In Office	In Archives (years)	Total Period (years)	Scan Version?	Scan Media Retention	
Administrative Manual Revisions Files			Permanently			
Agreements/Contracts	1		Permanently			
Board Packages	Current		Permanently			
General Manager's Newsletters	Current		Permanently			
Legal Counsel General Correspondence	Current	7	8			
Legal Rulings / Opinions	Current		Until Superseded			
Legislative Activity	Current	4	5			
Minutes/Resolutions/Ordinances	Current		Permanently			
Policies & Procedures Files (P&P)	Current		Permanently			
Press Releases	Current		Permanently			
Public Relations	Current	2	3			
Recorded Virtual Meetings / Videos / Audiotapes / CD's	120 days		Can be destroyed in 120 days after minutes are approved			

Department: Customer Service

Description of Record	Retention of Original Record			Electronic Media Actions		Remarks
	In Office	In Archives (years)	Total Period (years)	Scan Version?	Scan Media Retention	
Billing/Customer Records (Billing, correspondence, complaints)	Current	2	3			
General Correspondence	Current	2	3			
Meter installation Records	Current		Permanently			
Shut off slips	Current	4	5			
Utility Billing (Bill stubs for payments - in house)	Current	2	3			
Water Files	Current	4	5			
48 hour door hanger record	Current	2	3			
10 day tenant letter notice records	Current	2	3			

Department: Engineering

Description of Record	Retention of Original Record			Electronic Media Actions		Remarks
	In Office	In Archives (years)	Total Period (years)	Scan Version?	Scan Media Retention	
Boundary Changes - all files	Current		Permanently			
Equipment bids (successful)	Current	3	4			
Connection records (maps, water line connections)			Permanently			
Locations (Mains, valves, hydrants, wells)			Permanently			
Maintenance and Operations (work orders, inspection, repairs, cleaning, reports, complaints)	Current	2	3			
Maps (line location; easements)			Permanently			
Master Plans (copies)	Current	2	3			
Meter Operations (reader reports, orders, tests maintenance reports)	Current	2	3			
Service (work orders, entry cards, manholes, service to property owners)	Current	2	3			
State of Calif.- Dept. of Public Health, Water Supply Permit	Current		Permanently			
Well & Pumping (times operational, power used and quantity)	Current	2	3			

Department: Human Resources

Description of Record	Retention of Original Record			Electronic Media Actions		Remarks
	In Office	In Archives (years)	Total Period (years)	Scan Version?	Scan Media Retention	
DMV Driver Information Reports	Current		Until Superseded with more current version (typically 1 yr)			
Expense claim forms (directors & staff)	Current		5 years plus current - originals 1 year plus current - copies			
Insurance - Blue Cross / Delta Dental Invoice	Current	5	6			
Insurance - Liability ACWA/JPIA Correspondence	Current		15 years			
Job Descriptions - discontinued			Permanently			
Job Opening Postings	Current	10	11			
Payroll Folder: Payroll Worksheets, Misc. Payroll Change Doc., Overtime sheets	Current	7	8			
Payroll Recap	Current		Permanently			
Payroll Register	Current	7	8			
PERS Actuarial Valuation Report	Current		Permanently			
PERS Annual Statements	Current		Permanently			
PERS Correspondence & Board Reports	Current		Permanently			
PERS Payroll Listings	Current		Permanently			
PERS Summary Reports (Pink Sheets)	Current		Permanently			
Personnel - Accounting, Cost of Benefits Calculations	Current		Permanently			
Personnel Files (deceased retirees, no surviving spouses)			30 years from date of retirement, or date retiree & spouse are both deceased plus 2 yrs., whichever is later.			
	Current		Permanently			

Personnel Files (Board of Directors & District Counsel)						
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Department: Human Resources

Personnel Files (Terminated Employees)			30 years after employment terminates			
Public Records Request	Current	6	7			
Recruitment/Selection Folders	Current	4	5			
Timesheets, overtime reports, daily worksheets	Current	6	7			
Workers compensation records (quarterly report)	Current		Permanently			

Department: Operations

Description of Record	Retention of Original Record			Electronic Media Actions		Remarks
	In Office	In Archives (years)	Total Period (years)	Scan Version?	Scan Media Retention	
Inventory, Equipment	Current	2	3			
Water Quality/Bacteriological results	Current	9	10			

Department: Safety

Description of Record	Retention of Original Record			Electronic Media Actions		Remarks
	In Office	In Archives (years)	Total Period (years)	Scan Version?	Scan Media Retention	
Accident reports, vehicular (if no injury involved)	Current	2	3			
Bacteriological Analysis test (compliance records include location, date, method and results; corrections, analysis of bacterial content)	Current	5	6			
Chemical Analysis (Compliance records include location, date, method used and results; corrections, analysis of chemical content)	Current	10	11			
Daily vehicle inspection reports	90 days		90 days			
Fire Hydrant log	Current	4	5			
Quality (Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.)	Current	12	13			
Safety Training rosters	Current	5	6			
Training records for AC pipe	Current	5	6			

Department: Treatment plant

Description of Record	Retention of Original Record			Electronic Media Actions		Remarks
	In Office	In Archives (years)	Total Period (years)	Scan Version?	Scan Media Retention	
Backflow test reports	Current	2	3			
Leak reports	Current		Permanently			



BORREGO WATER DISTRICT

RECORDS INVENTORY WORKSHEET

DEPARTMENT					PAGE ____ OF ____			
ADDRESS: 806 PALM CANYON DRIVE, BORREGO SPRINGS					DATE			
BOX NUMBER	DESCRIPTION	FILE LOCATION <i>(Seatrain 1 or 2)</i>	MEDIA TYPE <i>(P=paper, M=magnetic)</i>	YEARS COVERED	DOCUMENT		VOLUME OF RECORDS IN CUBIC FEET <i>(1 standard record carton = 1.0 cubic feet)</i>	REMARKS <i>(Vital or confidential records, etc.)</i>
					ORIG.	COPY		
INVENTORY TAKEN BY <i>(Signature)</i>		DATE		INVENTORY TAKEN BY <i>(Signature)</i>			DATE	



Borrego Water District – Records Management

CERTIFICATE OF DESTRUCTION

Page ____ of ____

Department Name:			Total # of Boxes:	
Date:	Office Address: 806 Palm Canyon Drive, Borrego Springs, Ca 92004		Telephone: 760-767-5806	
Box #	Date of Destruction	Description of Records The contents of each box should be listed separately	Inclusive Dates	Method of destruction (Shredding, Demagnetizing, Overwriting)
Records destroyed by:			Witnessed by:	

BORREGO WATER DISTRICT
BOARD OF DIRECTORS MEETING
NOVEMBER 8, 2022
AGENDA ITEM II.C

November 2, 2022

TO: Board of Directors

FROM: Geoffrey Poole, General Manager

SUBJECT: Town Hall 2021 Overview – G Poole/K Dice/D Johnson

RECOMMENDED ACTION:

Review recommended content of Town Hall

ITEM EXPLANATION:

The Town Hall meeting is scheduled for November 15th at 5:30. Attached is the Draft Agenda, correspondence with participants and overview of BWD Presentations

NEXT STEPS

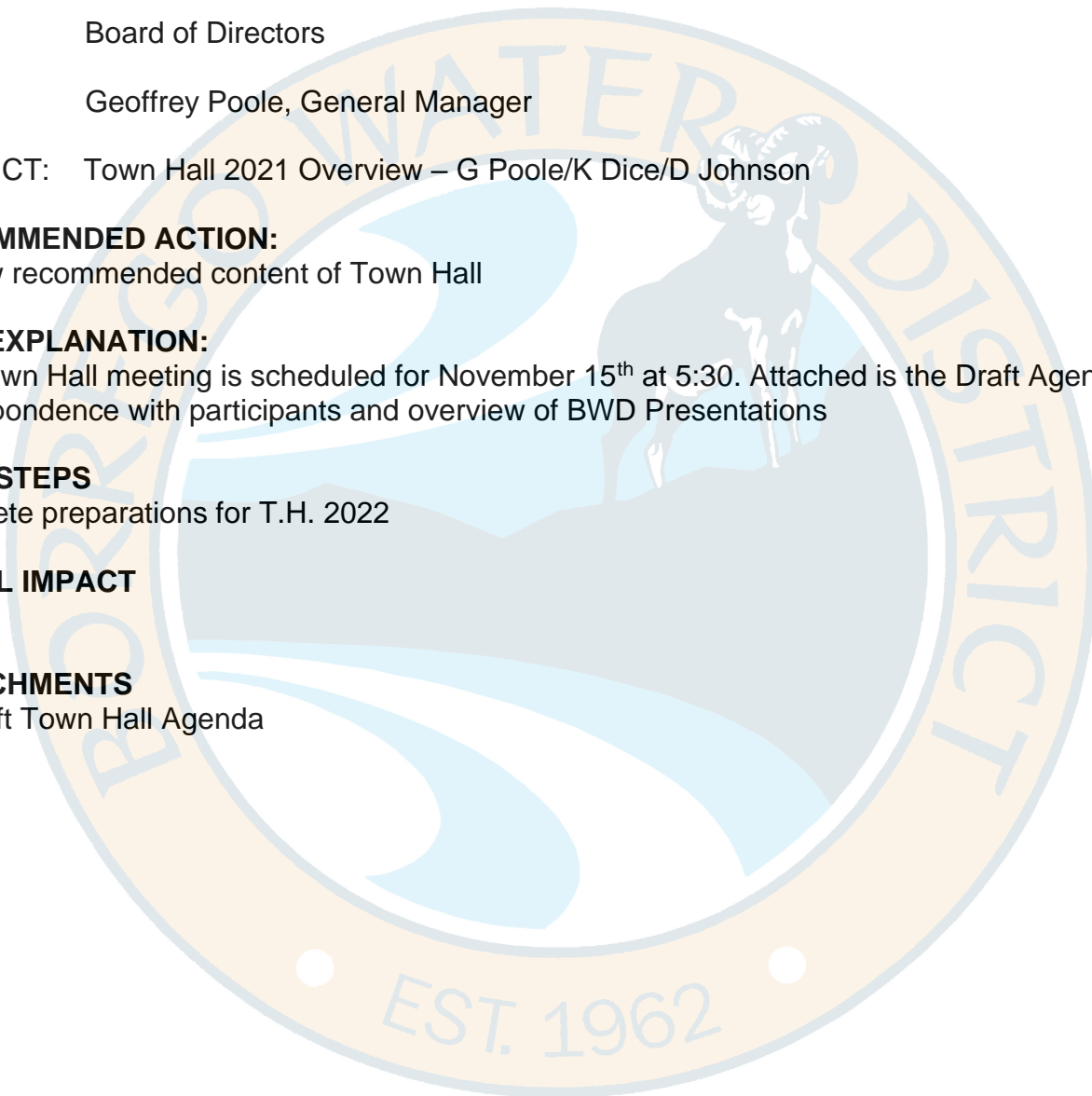
Complete preparations for T.H. 2022

FISCAL IMPACT

N/A

ATTACHMENTS

1. Draft Town Hall Agenda



**Borrego Water District Board of Directors
Special Meeting & Virtual Town Hall
November 15, 2021 @ 5:30 p.m. to 7:00 p.m.
BS Library: 2580 Country Club Road
Borrego Springs, CA 92004**

COVID-19 UPDATE: The Borrego Water District Board of Directors meeting as scheduled in an electronic format as well as on site at the Library. BWD will also be providing public access to the Meeting thru electronic means only to minimize the spread of the COVID-19 virus, based upon direction from the California Department of Public Health, the California Governor's Office and the County Public Health Office. Anyone who wants to listen to or participate in the meeting is encouraged to observe the GO TO MEETING at: _____.

Call in only is available at XXX-XXX-XXXX.

I. OPENING PROCEDURES -

1. Call to Order:
2. Pledge of Allegiance
3. Roll Call – Directors Baker, Duncan, Johnson and Rosenboom. President Dice
4. Approval of Agenda
5. Comments from the Public & Requests for Future Agenda Items (may be limited to 3 min)
6. Comments from Directors

II. ITEMS FOR BOARD CONSIDERATION AND POSSIBLE ACTION -

- A. Virtual Town Hall
 - a. Welcome/Introductions/Overview of Agenda – President K. Dice
 - b. 2021/22 Year in Review – P Rosenboom & 2022/23 Priorities – Director T. Baker (10 min)
 - c. Borrego Springs Watermaster
 - i. Agency Overview & Review of Finances/Basin Pumping/Upcoming Projects/Future Events/Etc.. – Ex. Dir. S. Adams (10 min)
 - ii. Board of Directors Perspectives (5-10 min each)
 1. Jim Bennett – County of San Diego
 2. Martha Deichler – Community Representative
 3. Dave Duncan – Municipal Sector - BWD
 4. Shannon Smith – Recreation Sector – T2 Borrego
 - d. Air Quality Monitoring Program Overview -S Rood, UCI (10 min)
 - e. Questions and Answers – (30 min est.) GM G. Poole
 - f. Closing Comments – President K Dice

III. CLOSING PROCEDURE: The next Board Meeting is scheduled for December 13, 2022 to be available online. See Board Agenda at BorregoWD.org for details, Agenda information available at least 72 hours before the meeting.

AGENDA: November 15, 2022

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
NOVEMBER 8, 2022
AGENDA ITEM II.D

November 2, 2022

TO: Board of Directors

FROM: Geoffrey Poole, General Manager

SUBJECT: Borrego Springs Subbasin Watermaster Board – VERBAL D Duncan/K Dice
Update on Board Activities

RECOMMENDED ACTION:

Receive Verbal Report from Representatives and Discuss past and future Board of Directors and TAC Agenda items.

ITEM EXPLANATION:

VERBAL REPORT

FISCAL IMPACT:

TBD

NEXT STEPS:

TBD

ATTACHMENTS:

1. None

