

**Operations and Infrastructure Committee Meeting**  
**April 28, 2026 @ 9:30 A.M.**  
**806 Palm Canyon Drive**  
**Borrego Springs, CA 92004**

The Borrego Water District Board of Directors meeting as scheduled will be conducted in person and in an electronic format. Please note BWD is providing remote attendance options solely as a matter of convenience to the public. BWD will not stop or suspend its in-person public meeting should a technological interruption occur with respect to the GoTo meeting or call-in line listed on the agenda. We encourage members of the public to attend BWD meetings in-person at the address printed above. Anyone who wants to listen to or participate in the meeting remotely is encouraged to observe the GO TO MEETING at:

Join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/329519885>

You can also dial in using your phone.

United States: +1 (224) 501-3412

Access Code: 329-519-885

Get the app now and be ready when your first meeting starts:

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

**I. OPENING PROCEDURES -**

- A. Call to Order
- B. Pledge of Allegiance
- C. Directors' Roll Call: President Dice, Vice President Baker, Directors Duncan, Johnson & Moran
- 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 - None

**II. ITEMS FOR COMMITTEE CONSIDERATION AND POSSIBLE RECOMMENDATION**

- A. Update from Interim Ops Manager Manny Marin on taking over re: what's going well and challenges
- B. Routine maintenance schedule, (e.g. valve turning) what's required, what's being done, what's not being done, what are the scheduled plans for addressing this
- C. List of surplus items and method of disposal

**VI. CLOSING PROCEDURE:**

- A. The next Board Meeting is scheduled for 9 AM on May 19, 2026, subject to change, to be available online and in person at 806 Palm Canyon Drive. See Board Agenda at [BorregoWD.org](http://BorregoWD.org) for details, Agenda information available at least 24 hours before the meeting.

AGENDA: April 28, 2026: The Borrego Springs Water District complies with the Americans with Disabilities Act. Persons with special needs should call Geoff Poole, General Manager – 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.

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.

BORREGO WATER DISTRICT  
OPERATIONS AND INFRASTRUCTURE COMMITTEE MEETING  
APRIL 28, 2026  
AGENDA ITEM II.A

April 24, 2026

TO: Board of Directors

FROM: Geoffrey Poole, General Manager

SUBJECT: Update from Interim Ops Manager Manny Marin on taking over re: what's going well, challenges  
- VERBAL

**RECOMMENDED ACTION:**

Discuss, Amend if Needed and Approve

**ITEM EXPLANATION:**

New Interim Operations manager will provide the Comm with an update on his experience so far in the position.

**NEXT STEPS**

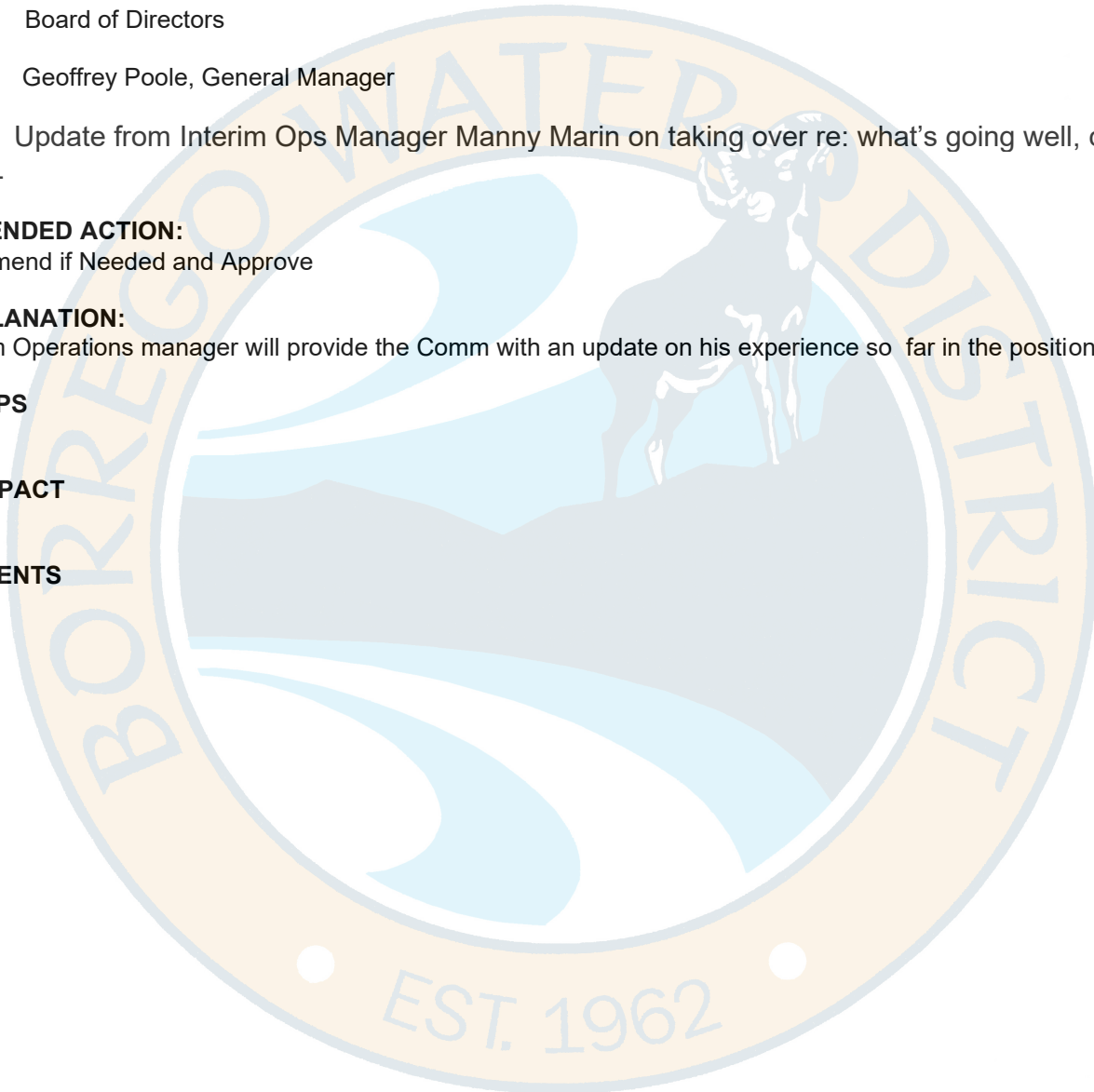
1. TBD

**FISCAL IMPACT**

1. TBD

**ATTACHMENTS**

1. None



BORREGO WATER DISTRICT  
OPERATIONS AND INFRASTRUCTURE COMMITTEE MEETING  
APRIL 28, 2026  
AGENDA ITEM II.B

April 24, 2026

TO: Board of Directors

FROM: Geoffrey Poole, General Manager

SUBJECT: Routine maintenance schedule, (e.g. valve turning) what's required, what's being done, what's not being done, what are the scheduled plans for addressing this

**RECOMMENDED ACTION:**

Discuss, Amend if Needed and Approve

**ITEM EXPLANATION:**

Attached is the latest DRAFT master list of Operations Department activities for the year as well as a list of capital projects scheduled to be completed in house during FY 26-27. Once all of the items have been added (one-two weeks to go), the list will be used by Manny to prioritize the projects and allocate the appropriate size workforce depending upon the tasks at hand throughout the year. The initial goal will be to dedicate an average of 3 days per week (Tue-Thu) to complete the items shown on the list with the other two days left open to address situations that will arise in real time. Manny will also use this list as the basis for his monthly Board reports to show progress, including before and after photos.

**NEXT STEPS**

1. Revise the list if needed
2. Share with BWD Board

**FISCAL IMPACT**

1. TBD

**ATTACHMENTS**

1. Annual List Of Tasks FY 26-27

**BWD OPERATIONS**  
**ANNUAL LIST OF TASKS: FY 26-27**  
**April 24, 2025**

- a. 24-7 SCADA Monitoring/Operation (1-12)
- b. Daily Well Operations/Inspections including Chlorinator (1-12)
- c. Daily Tank Operations/Inspections (1-12)
- d. Daily Chlorinator Check at each well. (1-12)
- e. Daily Chlorine Residual Check(1-12)
- f. Cl2 tests and Dead end Flushing (1-12)
- g. Weekly Interior Tank Inspection (1-12)
- h. Fire Hydrant Maintenance (1-12)
  - i. LABOR: One Ee @ 8 hrs/day X 52 weeks
- i. On Call: As needed Responses to Customers (1-12)
  - i. LABOR: Historic # of OT hours
- j. On Call: AMI/Meter Support(batteries/antennas/sand/leak response)
- k. TOTAL: 1 Ee everyday

- a. As Needed Pipeline Replacements/Flushing (1-12)
- b. As Needed Traffic Control (1-12)
- c. As Needed Pavement Repair (1-12)
  - i. LABOR: # Ees X hours each = Total
- d. TOTAL: Est Labor Hours =

- a. Bi Weekly Water Quality Sampling-1<sup>st</sup> & 3<sup>rd</sup> Tuesday (1-12)
- b. Monthly WQ – Overlap w/a. (1-12)
- c. Quarterly WQ – Overlap w/a.(1-12)
- d. Annual WQ – T22 (1-12)
  - i. LABOR: 1x every other month?
- e. Bi Annual Lead/Copper (1-12)
  - i. LABOR: Was it one time? Is there more?
- f. Reporting & Annual Preparation/Quarterly/Publishing of Consumer Confidence Report(Oct) (1-12)
  - i. LABOR: Manuel – 6 days/year
- g. Bi-Weekly System Flushing (1-12)
  - i. LABOR: 2 days/month
- h. TOTAL: Est Labor =
  - i. Taking Samples 10 days/year for B thru D. 6 days/year reporting, 24 days/year flushing
  - ii. GRAND TOTAL: 40 days/year for 1 staff member

- a. System Hazards Assessment (1-12)
  - i. LABOR: Every x years. TBD
- b. Annual Testing/Repairs (1-12)
  - i. LABOR: Historic Expenses?? 2 guys 2 days/week for 4 months. Check Alex timecard. Est: 64ish days/year

5. Well Maintenance

- a. As Needed Equipment Maint/Repairs (1-12)
  - i. LABOR:
- b. As Needed Building Interior Maint (1-12)
  - i. LABOR:
- c. As Needed Building Exterior Maint (1-12)
  - i. LABOR:
- d. As Needed Flushing Ponds: Clean Out Vegetation (1-12)
  - i. LABOR: 20 days/year.

- e. As Needed Flushing Ponds: Install Signage/Barriers/Fencing (1-12)
    - i. LABOR:
  - f. As Needed Flow Control Valve Maintenance/Repairs (1-12)
    - i. LABOR: ??????
6. Tank Maintenance
    - a. Bi-Weely Interior Inspection for Well Oil/Other in all Tanks (1-12)
    - b. As Needed Tank Maintenance/Repairs (1-12)
    - c. As Needed Control Valve Maintenance (1-12)
    - d. As Needed Site Clean Up (1-5 & 10-12)
    - e. TOTAL= 48 days/year(2 guys)
  7. Distribution System and Shop
    - a. Bi-Annual Valve Turning & Repairs. 150 valves takes (3 guys about 5 days) 2x/year. Goal is 300/year. LABOR = 30 days/year - Check w/Intera for No. of Valves.
    - b. Quarterly Fire Hydrant Testing/Maintenance (???) – Reach out to FD.
    - c. Quarterly Pressure Recorder Data Collection (1-12) – Download/Batteries. LABOR = 4 days per year
    - d. Monthly Transducer Downloads – LABOR = 12 days/year
    - e. As Needed New Service/Hydrant Installation (1-12) – ~3x/year. 3 day job 3 guys. LABOR = 27 days/year
    - f. As Needed Shop Clean Up (1-12) TBD
    - g. Monthly Inventory Count and Annual Auditor Review (6-7) LABOR = 12 days/year
    - h. Production Well Reads – LABOR = 12 days/year
    - i. WM Production Well Reads – OT Basis
  8. Vehicle Maintenance
    - a. As Needed: Typically Outside Contractor (1-12) TBD
  9. RH Flood Control
    - a. Annual & Post Significant Event Inspections (1-12) – LABOR = 1 Day/Year
    - b. As Needed Repairs (1-12) LABOR = 3 people 1x = 3 Days/Year
  10. Gnat Abatement
    - a. As Needed, TBD
    - b. Removal of Existing Bottles LABOR = 2 days/year
  11. Personnel
    - a. Daily Tailgate Meetings (1-12)
    - b. Bi - Weekly Safety Meeting (1-12)
    - c. Bi - Monthly Staff Meeting (1-12) = LABOR = 6 days/year
    - d. Other

### **FY 2026-27 Maintenance Activities and In House Capital Projects**

1. 650 distribution system valves
  - a. Clean cans
  - b. Paint lids
  - c. Turn/exercise
  - d. Document
2. 450 fire hydrants
  - a. Inspect
  - b. Hydrant Repairs, if needed
  - c. Landscape Maintenance around hydrant
  - d. Add blue dots in street
  - e. Flow Test
  - f. Report to Co FD
3. XX Dead end flushing locations
4. Water quality sampling
5. Publish Annual Consumer Confidence Report
6. Pressure recorder data download

7. Backflow Prevention
  - a. System-wide hazards assessment
  - b. Annual Testing/Repair
8. Well Maintenance:
  - a. Flushing Pond Clean Out and Fencing/Signage
  - b. Chlorine System Monitoring/Repairs
  - c. Pump shaft oiling system monitoring/repairs
9. Tank Maintenance:
  - a. Interior Bi Weekly Inspections
  - b. Control Valve Maint Shading/Covers
10. Vehicle/equipment storage plan implementation
11. Shade canopies for parking @ BWD Office, Fuel Island & Maint yard.
12. Electric panel shade structures @ well 12 & Indian Head Booster station
13. Finish removing Diesel engine, fuel tank, & upgrade building @ Well 11
14. Country Club Rd Booster Station upgrade motor, pump & upgrade building.
15. Rams Hill #1 booster station roof/exterior repairs & nearby piping in the ground
16. AMI Battery/transmission
17. Lugo Building
  - a. Complete Interior Upgrades
  - b. Roof/Walls on drive shade structure adjacent to Lugo
18. Lugo Warehouse
  - a. Roll up door
  - b. replace plywood with proper tin walls & room
19. BWD Facilities Clean Up – Recycle Scrap and Sell Surplus Items
20. BWD Office Generator
21. BWD Office Sidewalk/path from side street to BWD front door and back door to drop box, or similar
22. Rams Hill Flood Control System: Inspect and repair, if needed
23. Retrieve 2 liter bait bottles from gnat abatement program
24. BWD Office weekly janitorial service
25. BWD Office monthly landscape maint
26. Other

BORREGO WATER DISTRICT  
OPERATIONS AND INFRASTRUCTURE COMMITTEE MEETING  
APRIL 28, 2026  
AGENDA ITEM II.C

April 24, 2026

TO: Board of Directors

FROM: Geoffrey Poole, General Manager

SUBJECT: List of surplus items and method of disposal

**RECOMMENDED ACTION:**

Discuss, Amend if Needed and Recommend Proceeding to the BWD Board

**ITEM EXPLANATION:**

Esmeralda and Manny have been working to identify all of the BWD Surplus Items it no longer needs, as well as a method of disposing. 3 different recyclers were interviewed and Esme will share with the Committee why XYZ Recycling is being recommended and how the non scrap items will be sold.

**NEXT STEPS**

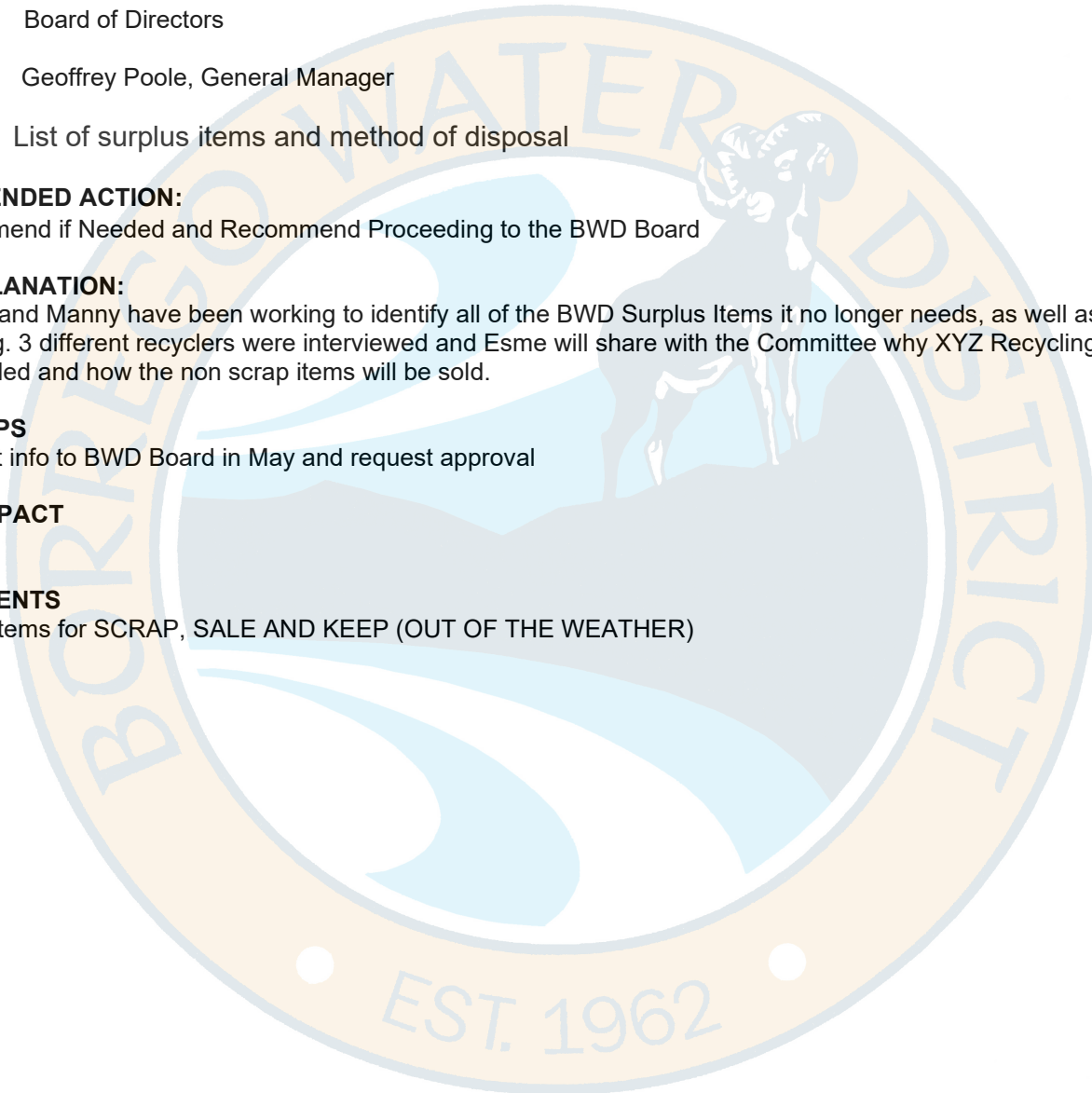
1. Present info to BWD Board in May and request approval

**FISCAL IMPACT**

1. TBD

**ATTACHMENTS**

1. List of Items for SCRAP, SALE AND KEEP (OUT OF THE WEATHER)









**ITEMS IN SHOP OR STORAGE  
TO BE ADDED BACK TO INVENTORY AS ASSET**

<u>ITEM</u>	<u>STORAGE</u>	<u>QUANTITY</u>	<u>KEEPING/DISCARD/SELL</u>	<u>NOTES:</u>	<u>ADDED TO INVENTORY WITH NUMBER</u>	<u>VALUE</u>
Cement Mixer Attachment	Shade	1	Keeping	Currently outside		
Skid Steer Attachment	Shade	1	Keeping	Currently Outside		
Fork	Shade	1	keeping	Currently outside		
Grinder	Shade	1	Keeping	Currently outside		
Rock Bucket	Shade	1	Keeping	Currently outside		
Utility Hitch	Shade	1	Keeping	Currently in shade		
Backhoe Fork Attachement	shade	3	keeping	Currently outside		
Backhoe sweeper attachment	shade	1	keeping	currently outside		
Backhoe Buckets	shade	3	keeping			
Backhoe tractor	shade	2	keeping	currently outside		
JCB Teleboom	shade	1	keeping	currently outside		
JCB Fork	shade	1	keeping			
JCB Boom	shade	1	keeping			
CAT Generator	shade	1	keeping			
Ditchwitch Trencher	shade	1	keeping			
Paver Dynapac Roller	shade	1	keeping			
Asphalt Saw	shade	1	keeping			
Vibor Plate	shade	1	keeping			
Walker Jacks	shade	2	keeping			
Grindo Mat Compressor	shade	1	keeping			
Cement Mixer	shade	1	keeping			
CAT Generator	shade	1	keeping			
Gnat Abatement Golf Cart	shade	1	Keeping			
HX8 Welding Trailer	shade	1	Keeping	Small Miller Welder, includes gas welder		
All Purpose Generator	shade	4	keeping			
Trash Pumps	shade	2	keeping			
Chain Saw	Shade	2	Keeping			
Plasma Cutter	Shade	1	Keeping			
Welding Shop Compressor	Shade	1	Keeping			
Extension Saw (10ft Saw)	Shade	1	Keeping			
Weed Eater	Shade	1	Keeping			
Vacume Truck	shade	1	Keeping			
Gas Sweeper	shade	1	keeping			
swamp Cooler	Shade	1	Keeping			
20' 2x2 - Steel beam for shade structure	shade	4	keeping	bought at auction for use to build a shade structure.		
currogated metal sheets	shade	100	keeping	bought at auction for use to build a shade structure.		
1x1 - Aluminum Posts	shade	70	keeping	bought at auction for use to build a shade structure.		
2x2 - Aluminum Posts	shade	25	keeping	bought at auction for use to build a shade structure.		
Grill	shade	1	keeping			

