

**Borrego Water District Board of Directors**  
**Special Meeting**  
**October 16, 2018 @ 9:00 a.m.**  
**806 Palm Canyon Drive**  
**Borrego Springs, CA 92004**

**I. OPENING PROCEDURES**

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Agenda
- E. Comments from the Public & Requests for Future Agenda Items (may be limited to 3 min)
- F. Comments from Directors

**II. ITEMS FOR BOARD CONSIDERATION AND POSSIBLE ACTION**

- A. BORREGO WATER DISTRICT
  - 1. Contract for Construction Management Services: BWD Well Replacement #1 ID 4-4 – G Poole (2-8)
  - 2. Proposition One Grant Application Update – G Poole (9-11)
  - 3. Federal Cross-Cutter Requirements and Prospects for Future Grant/ Low Interest Loan Financing – R Alexander (12-16)
  - 4. Prop 218 Rate Study Preconditions - Due before Jan/Feb 2019 – L Brecht (17)

**III. INFORMATIONAL ITEMS (18-24)**

- A. BORREGO WATER DISTRICT
  - 1. Operations & Infrastructure Meetings – Sept 4, Oct 1 and October 15<sup>th</sup> 2018
  - 2. Process for Selection of Replacement Well #2 Site – G Poole
  - 3. CIP Project Construction and Phasing Update – G Poole
  - 4. Flying J and Double O Bid Documents – G Poole
- B. BORREGO SUB BASIN: GROUNDWATER SUSTAINABILITY PLAN
  - 1. BWD Groundwater Sustainability Plan Advisory Committee Representative Report – G Haldeman, Verbal – DEFERRED UNTIL OCT. 24 MEETING

**IV. STAFF REPORT**

- A. General Manager

**V. CLOSED SESSION:**

- A. Conference with Legal Counsel - Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (two (2) potential cases)
- B. Conference with legal counsel for Public Employee Performance Evaluation - Title: General Manager Employee Performance Review- pursuant to subdivision (d) (4) of Government Code Section (Government Code § 54957).

**VI. CLOSING PROCEDURE**

- A. Suggested Items for Next/Future Agenda
- B. The next Meeting of the Board of Directors is scheduled for October 24th 2018, at the Borrego Water District.

AGENDA: October 16, 2018

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 – OCTOBER 16, 2018  
AGENDA BILL II.A.1

October 11, 2018

TO: Board of Directors, Borrego Water District  
FROM: Geoff Poole, GM  
SUBJECT: Contract for Construction Management Services: BWD Well Replacement #1 ID 4-4 – G Poole

**RECOMMENDED ACTION:**

Authorize Staff to enter into Agreement with Dudek Engineering for Construction Management Services and related services: BWD Well Replacement #1 ID 4-4

**ITEM EXPLANATION:**

At the September 26<sup>th</sup> Board Meeting, staff and the Operations and Infrastructure Committee were directed to review the Scope of Work presented by Dudek and return with a recommendation. The Committee, staff and Trey Driscoll discussed the issue and he reduced the cost estimate from \$148,040 to \$126,055 without sacrificing the quality of the product. Re-allocating the cost from a Senior to Junior Engineer on some of the tasks is how most of the reduction was accomplished.

**FISCAL IMPACT**

\$126,055 is the latest cost estimate. The actual cost will be dependent upon actual time spent on the Project and this will be closely monitored by BWD operations and accounting staff.

**ATTACHMENTS**

1. Revised Proposal from Dudek

October 8, 2018

Mr. Geoff Poole  
General Manager  
Borrego Water District  
806 Palm Canyon Dr.  
Borrego Springs, CA 92004  
(Submitted via e-mail: geoff@borregowd.org)

**Subject: Proposed Scope of Work and Fee to Provide Construction Management Associated with Installation of a New Production Well –Revised Fee.**

Dear Mr. Poole:

Dudek is pleased to present this proposed scope of work and fee to the Borrego Water District (District) to provide support during the installation of a new production well near existing District Well 4.

## Scope of Work

Dudek will assist the District with preparation, review, and submittal of a bid package with detailed specifications for all work to be performed during installation of the new production well. During the drilling, construction, and well development process, Dudek will provide hydrogeologic construction management support to oversee and document key information needed to design the well, materials used, and to assure quality performance of the contractor. Dudek will make sure that drillers follow the technical specifications for well construction and document any deviations. To document daily project activities, we will utilize our proprietary Web application to provide daily email updates. The updates will outline contractor staff on site, a summary of the daily tasks completed, and photographs documenting the site conditions. This work will be completed in coordination with the District staff and will supervise the contractor 24 hours per day and 7 days per week.

Services provided will included, but are not limited to:

- Assist the District with development and review of a bid package to be used to secure a drilling contractor;
- Document drilling, construction and testing of the well;
- Review all data collected and inspect all material used during well construction to ensure it meets all specifications;
- Collect samples, conduct, consult, and report on analyses required for the successful completion of the well;
- Produce, present, revise (if necessary), and supply to the contractor a final design of the well based on conditions encountered during drilling, initial testing, and District feedback;
- Design and implement, with District concurrence, well development and pump testing procedures;
- Provide well construction report; and
- Provide permitting assistance and submit DWSAP, if necessary.

### **Project Schedule.**

Dudek will provide a revised project schedule after the kickoff meeting based on the drilling contractors start time. Project schedule will be revised as necessary based on Contractor progress.

### **Project Submittals and Requests for Information.**

Dudek will respond to contractor project submittals and requests for information (RFIs).

**Meetings.** Meetings will include, but not be limited to:

- **Kickoff.** This will take place prior to construction.
- **Final Design.** This meeting will include review of borehole lithology, geophysical logs, and zone test analytical data.
- **As-needed drilling and construction meetings.** Up to five (3) as-needed meetings have been scheduled. Dudek has also scheduled a meeting to review borehole data, discuss with the District, and select zone test depths.

## **Tasks**

Specific tasks and subtasks for the new municipal groundwater production well will include the following:

### **Notice to Proceed and Kickoff.**

Upon receiving the notice to proceed, Dudek will hold a kickoff meeting with District staff.

### **Assist with Bid Package and Well Permitting.**

Dudek labor to assist with preparing the bid package and specifications that will be sent out to drilling contractors and be used to direct all work during well construction activities. Dudek will provide a draft bid package for District review, address all comments and finalize prior to submitting the bid package. Dudek understands that the District will select the drilling contractor and contract directly with the drilling contractor; therefore, those costs are not included in this proposal. In addition, this proposal includes costs to secure a well permit application for the new production well, per County requirements.

### **Drilling Contractor Mobilization to Site.**

Dudek will work with District staff and the drilling contractor to locate all of the site-required drilling equipment, including drill rig, pipe truck, mud tank, settling tanks, and a field office. Any additional pre-drilling requirements not performed by the drilling subcontractor will be addressed by Dudek, per District's request. Dudek will confirm the location of the wellhead with the District's land surveyor prior to Contractor mobilization.

### **Conductor Casing Installation.**

Dudek and District staff will oversee installation of the conductor casing and sanitary seal prior to commencement of pilot hole drilling.

### **Drilling Operations Observation.**

Dudek and District staff will observe and document pilot borehole drilling operations. This will include, but not be limited to producing a visual lithological log, observing downhole geophysical logs, documenting drilling mud characteristics, borehole deviation measurements, field observations, and progress reporting. It is assumed the District staff will provide 24/7 staffing during this phase of well installation. Dudek recommends having a Professional Geologist on site 8 hours per day during the pilot borehole drilling operations and for the geophysical logs. Dudek staff will also be available to cover shifts for District staff as necessary.

### **Aquifer-Specific Zone Sampling and Oversight.**

Dudek will provide review and recommendations for the number and depths of individual isolation zone tests to the District after analysis of the visual lithological log, downhole geophysical logs, and other District supplied information. Dudek will provide recommendations on the analytical tests to be performed for the aquifer-specific zone samples. Dudek will provide oversight of the aquifer-specific zone sampling including the zone tool and zone seal installation, zone purging, and water quality sampling at each interval. A water quality meter will be used to document parameters such as pH, electrical conductivity (EC), and turbidity during zone testing. Dudek will provide the zone samples to the District designated certified laboratory. When lab reports are available, Dudek will provide any recommended changes in the well design based on these results. Dudek assumes that there will be up to three (3) aquifer specific zone samples.

### **Sample Analysis and Final Design Recommendation.**

Dudek will select up to 10 drill cuttings samples for analysis, analyze and summarize the data, and use the results with those obtained from the aquifer specific zone sampling to make final well design recommendations to the District. Dudek will document the color, texture, and soil type per the Unified Soil Classification System. District staff and Dudek will collect a 1-quart size sample at each 100-foot interval or a change in the formation. The samples will be sent to a certified laboratory for a laser sieve analysis. Dudek will present the final design to the District with a schedule of materials within the time allowed in the District's drilling contract specification. Dudek revisions may include, but are not limited to, screen interval placement, screen openings sizes, filter/gravel pack size, final depth, and the placement of annular seals.

### **Borehole Reaming and Caliper Log.**

Dudek will make observations during the reaming of the borehole and caliper log of the final reamed borehole. Following the pilot hole drilling, Dudek will prepare a detailed stratigraphic log of the geologic

materials. Dudek field personnel will pay close attention to borehole mud properties, especially when the ream drilling pass traverses the targeted well screen depths. Each day, an email detailing daily activities will be sent to the project team. This email will include the field observations of the borehole reaming for that day. At the District's request, it is assumed Dudek will be on site 8 hours per day during reaming and District staff will manage the remaining hours on site each day. This proposal reflects that level of effort.

#### **Well Construction.**

Dudek will oversee well construction, facilitating construction to all specifications. Casing will be inspected when delivered to verify casing metal alloy, diameter, wall thickness, screen and blank lengths, slot size, welding collars and squareness of casing ends. As casing is installed, Dudek will verify that screen/blank sections are assembled in order according to final design. During filter pack placement, Dudek will verify that volume placed in well is in appropriate concordance with results of borehole caliper survey.

When cement annular seals are placed, Dudek will obtain copies of cement load tickets, verify correct mix design on cement load tickets, and verify as possible that volume pumped is in concordance with annular volume as determined from borehole caliper survey.

#### **Mechanical Well Development.**

District staff and Dudek will be on site to observe the well development procedures to verify they are completed per the District and contractor technical specifications, as mechanical well development is one of the most critical factors for thorough development and optimal well production. A water quality meter will be used during development activities to document pH, EC, and turbidity. Dudek will be on site 8 hours per day during mechanical well development and District staff will manage the remaining hours on site each day.

#### **Pumping and Surging Well Development.**

Dudek will take appropriate measurements and maintain records of turbine pump surge development. This will include water levels, drawdowns, specific capacity, turbidity as detected with Imhoff Cone and turbidity meter, sand content with Roscoe Moss "Rossum" sand tester, electrical conductance (EC), and other measurements as needed. Dudek will be on site 8 hours per day during mechanical well development and District staff will manage the remaining hours on site each day.

#### **Well Testing.**

Dudek will supervise and record water levels during the 12-hour step drawdown test, 48-hour constant rate test (minimum 24-hour recovery period before constant rate pump test), plus a minimum of 24-hour recovery after constant rate pumping ends. Dudek will monitor water quality parameters during pump testing using a water quality meter.

### Final Well Alignment and Video Log.

District staff and Dudek will provide oversight of final well alignment survey, and the final borehole video inspection log.

### Well Disinfection.

District staff and Dudek will provide oversight of well disinfection and assure Drilling Contractor specifications for chlorine concentration, placement, contact time, and neutralization are met.

### Well Completion Report.

Dudek will prepare a draft report for the District's review and comment prior to finalization of the report, documenting all activities, testing, investigations, and findings during drilling and testing of the well consistent in content and containing similar information, at a minimum.

### Permitting Assistance and DWSAP Submittal.

Dudek will provide permitting assistance in the form of documentation gathered and/or generated during fieldwork (i.e., lithological logs, field notes, bills of lading, etc.), photos of site and equipment, calculation sheets, and representative drill cuttings, and will also prepare and submit draft and final reports; and DWSAP.

### Fee Summary

A total Dudek labor fee of \$117,905.00 plus direct costs of \$8,150.00 for a total project fee of **\$126,055.00** is proposed to complete the scope of work outlined above. Table 1 provides a cost break-down by task. All work will be billed in accordance with our 2018 Standard Schedule of Charges. The contract amount reflected above shall not be exceeded unless authorization is received from the District via a contract amendment process.

Please feel free to contact Trey Driscoll at (760) 415-1425 if you have any questions.

Sincerely,



Kayvan Ilkhanipour, PG No. 8461, CHG No. 948  
Senior Hydrogeologist



Trey Driscoll, PG No. 8511, CHG No. 936  
Principal Hydrogeologist



**Table I. New Production Well Construction Management Fee**

Task	Project Team Role:	PM - Principal Hydrogeologist	Senior Hydrogeologist	Project Hydrogeologist	Project Hydrogeologist	Project Hydrogeologist	TOTAL DUDEK HOURS	DUDEK LABOR COSTS	OTHER DIRECT COSTS*	TOTAL FEE
	Team Member:	Driscoll	Ilkhanipour	Rentz	McManus	Pritchard-Peterson				
	Billable Rate :	\$240	\$225	\$180	\$120	\$110				
<b>Construction Management and Testing Services</b>										
1	Project Management Services (Includes weekly status reports during drilling, shift change emails, changes in drilling status, and invoices)	20	40		20	8	88	\$ 17,080	\$ -	\$ 17,080
2	Anticipated Project Schedule		4				4	\$ 900	\$ -	\$ 900
3	Response to Project Submittals and RFIs	2	12				14	\$ 3,180	\$ -	\$ 3,180
4	Kick-off meeting		8		8		16	\$ 2,760	\$ 100	\$ 2,860
	Final design Meeting	4	4		4		12	\$ 2,340	\$ 100	\$ 2,440
	Up to 3 "as needed" drilling and construction meetings	8	12		12		32	\$ 6,060	\$ 300	\$ 6,360
5	Assist with Bid Package and Well Permitting	1	12	32	8	4	57	\$ 10,100	\$ 300	\$ 10,400
6	Mobilization to and from the site				8		8	\$ 960	\$ 200	\$ 1,160
7	Conductor Casing Installation				16		16	\$ 1,920	\$ 200	\$ 2,120
8	Observe and document pilot hole drilling operations (8 hours per day for 5 days plus travel)	1	2	8	24	24	59	\$ 7,650	\$ 1,100	\$ 8,750
9	Selection of samples for analysis		1	2	6		9	\$ 1,305	\$ -	\$ 1,305
10	Review e-logs and recommend zone test intervals	1	4	2	2		9	\$ 1,740	\$ -	\$ 1,740
	Aquifer specific zone sampling and oversight (assumes three)	2	2		36	36	40	\$ 9,210	\$ 900	\$ 10,110
	Sample Analysis and Final Design Recommendations	4	8	8	4		24	\$ 4,680	\$ -	\$ 4,680
11	Borehole reaming and caliper log (assumes 8 hrs/day for 4 days plus travel)					36		\$ 3,960	\$ 900	\$ 4,860
12	Well construction		2		24	24	50	\$ 5,970	\$ 700	\$ 6,670
13	Mechanical well development		2		36	36	74	\$ 8,730	\$ 700	\$ 9,430
14	Pumping and surging well development				12	12	12	\$ 2,760	\$ 700	\$ 3,460
15	Well testing	2	4		16	16	38	\$ 5,060	\$ 1,250	\$ 6,310
16	Oversight of final well alignment and video log				10		10	\$ 1,200	\$ 300	\$ 1,500
17	Oversight of well disinfection			2	16		18	\$ 2,280	\$ 200	\$ 2,480
18	Preparation of draft well completion report	2	4	16	16	12	50	\$ 7,500	\$ 200	\$ 7,700
19	Provide permitting assistance and submittal of DWSAP	2	8		20		30	\$ 4,680	\$ -	\$ 4,680
20	Project Submittals	8	8	12			28	\$ 5,880	\$ -	\$ 5,880
	<b>Total Hours</b>	<b>57</b>	<b>137</b>	<b>82</b>	<b>298</b>	<b>208</b>	<b>782</b>	<b>\$ 117,905</b>	<b>\$ 8,150</b>	<b>\$ 126,055</b>
	<b>Total</b>	<b>\$ 13,680</b>	<b>\$ 30,825</b>	<b>\$ 14,760</b>	<b>\$ 35,760</b>	<b>\$ 22,880</b>		<b>\$ 117,905</b>	<b>\$ 8,150</b>	<b>\$ 126,055</b>

\*Travel Costs, miles, meal, well permit fees, water quality meter



BORREGO WATER DISTRICT  
BOARD OF DIRECTORS MEETING – OCTOBER 16, 2018  
AGENDA BILL II.A.2

October 11, 2018

TO: Board of Directors, Borrego Water District  
FROM: Geoff Poole, GM  
SUBJECT: Proposition One Grant Application Update – G Poole

**RECOMMENDED ACTION:**

Receive Staff Report and Authorize Expenditure of Funds for Additional Analyses Required

**ITEM EXPLANATION:**

Following is a chronology of events following receipt of the first comments from State staff following submittal of the Grant Application package for the Wastewater Treatment Plant Improvements

1. August 7<sup>th</sup>: Initial Questions from State Staff (included in previous BWD Board package):
2. August 8<sup>th</sup>: Forwarded State Email to TRAC
3. August 9<sup>th</sup>: Forwarded Finance Question to Kimmy. Received Response on 10<sup>th</sup> and Forwarded to TRAC for inclusion into response to State.
4. August 9<sup>th</sup>: Forwarded Sewer Question to Roy, Received Response on 10<sup>th</sup> and Forwarded to TRAC
5. August 10<sup>th</sup>: TRAC creates updated to do list of responses
6. August 10<sup>th</sup>: Forwarded State's request for Useful Life Information to WWTP Design Engineer, Jack Holt. August 10<sup>th</sup> Response from Holt received committing to provide info by Aug 13<sup>th</sup>.
7. August 13<sup>th</sup>: State informs BWD, it may need to comply with Fed Cross Cutter requirements.
8. August 17<sup>th</sup>: Holt information received by BWD. BWD followed up with one question on Aug 20<sup>th</sup>. (weekend in between these 17th and 20th dates)
9. August 21: Submit follow up question to State re: What is Project Year? And definition of and I and I Study. Response received on 21<sup>st</sup>.
10. August 23: Draft Response Produced by TRAC.
11. Aug. 27: Remaining sewer questions answered (weekend in between 23<sup>rd</sup> and 27<sup>th</sup> dates)
12. Aug. 27: Formal Response sent to State Staff, excluding Vacation Homes response
13. Aug. 28: Received Response from State Staff - Review will start "early next week"
14. Sep. 12<sup>th</sup>: Vacation Home response provided by TRAC
15. Sep. 19<sup>th</sup>: State follow up questions to BWD submittals received by BWD. Kimmy responded on Sep 19<sup>th</sup> (in red):

*I have reviewed the financial package submitted and the following is needed:*

*- Is the project serving areas 1, 2 and 5 within the District? **YES, all these areas are in the District.***

*In the rate resolution, it states that the sewer rates are for the sewer service that the district provides to areas 1, 2, and 5. Not sure which rate to use for the project. **What project? -***

*Is the Viking Ranch Note debt paid off? **Yes. Don't have a payoff letter.***

*If so, a payoff letter is needed.*

*A copy of the Refunding Installment purchase (2008 Bonds) documents. **Attached***

Sep 27<sup>th</sup>: State inquiry about sewer rates. BWD responded on 27th

Hi Geoff,

Please see below for the question I'm referring to. We basically need the average sewer rate for BWD and since rates vary per area, we would need to find the weighted average of the sewer rate based on the sewer connections in each area.

Please let me know if you have any questions.

Thank you,

**Joseph Quilatan**

Joseph,

Below are the sewer connections for each area.

Town Center Sewer (TCS) = 730 holders pay \$26.78 month  
336 users pay \$22.00 month  
Rams Hill (area 1) = 263 homes pay \$41.94 month  
Club Circle Area (area 5) = 181 homes/condos pay \$48.78 month

Please let me know if you need any other information.

Thanks,

Kim

18. October 2<sup>nd</sup>: State requires Viking Ranch pay off letter. We cannot find one and working on a strategy to get it, possibly contact Lance Lundberg.

19. October 2<sup>nd</sup>: Notification from State that BWD that BWD and many other applicants may need to comply with Federal Cross Cutter requirements, and a request for a budget from BWD to complete the work. Staff and TRAC are obtaining budgets for the two necessary studies and are planned to be presented at the Oct 24 BWD Board Meeting if the State confirms we need to proceed, as of now they just asked for a budget. This doesn't mean the State would not be able to provide 100% grant funding but may need to use another funding source that may be federally funded. The Federal Cross Cutting requirements are may or may not be required on the Water Projects Grant Application which will be reviewed once the WWTP Application is done.

The latest estimates for completion of this process is early 2019.

20. October 3<sup>rd</sup>: staff (TRAC) recontacts biological and archeology/cultural resource consultants identified in February

21. Oct 5-7<sup>th</sup>: Staff coordinates contents of work programs, schedule, and negotiates costs

22. Oct 8<sup>th</sup>: Spindrift Archeology submits proposal

23. Oct 10<sup>th</sup>: Rocks Biological Consultants submits proposal

24. Oct 12<sup>th</sup>: staff completed the process of identifying and soliciting bids from two well qualified, San Diego based, consulting firms. This work will satisfy the requirements to enable federal funding to be added to Proposition 1 funds to provide 100% funding for the Wastewater Plant Upgrade, and the Water Storage and Supply projects. The proposed contracts cover required protocol surveys for both projects, including all five facility sites The ESA compliance surveys/documentation will be done by Rocks Biological Consulting at an estimated cost of \$9780. The NHPA surveys/documentation by Spindrift Archeology at an estimated cost of

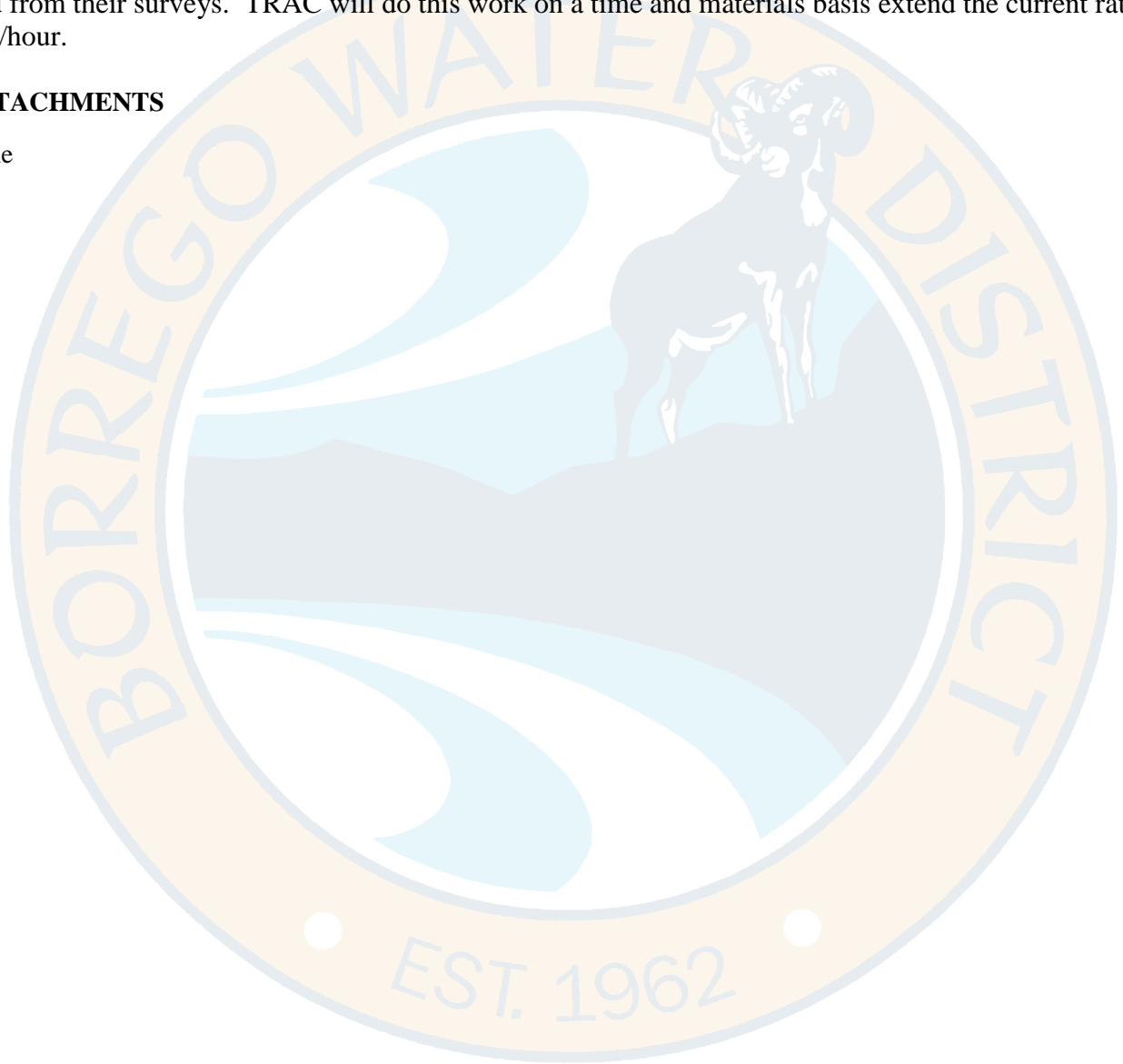
\$7172. These bids are "not to exceed", but could result in a request for supplemental work if the surveys turn up something unexpected. Staff feels these are very competitive bids by qualified small firms; and are considerably lower than a bid suggested a few months ago by a large overhead vendor. TRAC has forwarded the budgets to State staff as requested.

**FISCAL IMPACT**

The extra cost of the Cross Cutting requirements is \$9,780. TRAC will manage the Cross Cutter consultant contracts including any required assistance and consultation. Rick Alexander will also conduct an orientation for the consultants describing BWD operation, and the projects proposed for the five sites. This will also provide initial feedback from the consultants on what they expect/do not expect to find from their surveys. TRAC will do this work on a time and materials basis extend the current rate of \$95/hour.

**ATTACHMENTS**

None



BORREGO WATER DISTRICT  
BOARD OF DIRECTORS MEETING – OCTOBER 16, 2018  
AGENDA BILL II.A.3

October 11, 2018

TO: Board of Directors, Borrego Water District  
FROM: Geoff Poole, GM  
SUBJECT: Federal Cross-Cutter Requirements and Prospects for Future Grant/ Low Interest Loan Financing – R Alexander

**RECOMMENDED ACTION:**

Receive report from Rick Alexander

**ITEM EXPLANATION:**

Additional Project Land Surveys now required for Treatment Plant upgrade and Water System Projects. As described above, WaterBoards management may decide to include federally sourced funds in our two projects in order to maintain 100% grants funding, and they have asked for a budget to do the work.

These so called “Federal Cross-Cutters“ require the applicant to retain qualified consultants to address requirements of the Endangered Species Act (ESA), and National Historic Preservation Act (NHPA) specifically.

**ESA:**

Does the project involve any direct effects from construction activities, or indirect effects such as growth inducement that may affect federally listed threatened or endangered species or their critical habitat that are known, or have a potential, to occur on-site, in the surrounding area, or in the service area?

Required documents: Attach project-level biological surveys, evaluations analyzing the project’s direct and indirect effects on special-status species, and an up-to-date species list (less than one year old from the United States Fish and Wildlife Service, the California natural Diversity Database and the California Native Plant Society) for the project area.

**NHPA:**

Identify the Area of Potential Effects (APE) with both cartographic and textual descriptions, including construction, staging areas, and depth of any excavation. (Note: the APE is three dimensional and includes all areas that may be affected by the project, including the surface area and extending below ground to the depth of any project excavations).

Required documents: Attach a copy of a Cultural Resources Report prepared by a qualified professional that includes a current records search (less than one year old, extending to a half-mile beyond the project APE), with maps showing all sites and surveys drawn in relation to the project area, records of Native American consultation, and a consultation letter for the State Water Board to use for consultation with the State Historic Preservation Officer.

Staff has identified two qualified small firms to undertake this survey work and has asked that proposals be submitted. At this writing, these are in preparation and should be ready for Board of Director’s consideration at the October 26<sup>th</sup> meeting.

**ESA Survey:**

Rocks Biological Consulting is a San Diego-based small business that has been providing biological consulting in southern California since 2004. They provide a wide range of biological services for projects large and small and have an excellent reputation for high-quality work and good client service.

The Project Manager and Principal Biologist will be Melanie Rocks -- owner of the firm. She possesses all necessary certifications to prepare and attest to the accuracy of the surveys.

In summary, this proposal, Rocks will provide all necessary biological information required for project funding including; Biological survey and vegetation mapping, and a CEQA compliant biological resources report for both the Wastewater Plant Upgrade and the Water Storage and Supply Projects – five sites. The total proposed cost of all tasks, including other direct costs, overhead, etc. is \$9,780.

<b>Major Tasks</b>	<b>Projected Milestone</b>	<b>Cost Estimate</b>
<b><i>Database review, mobilization, vegetation mapping and general biological survey of five project sites</i></b>	<b><i>4 weeks from NTP/contract execution and project CAD files</i></b>	<b><i>\$2,990</i></b>
<b><i>Draft Biological Technical Report</i></b>	<b><i>6-8 weeks from NTP/contract execution</i></b>	<b><i>\$6,790</i></b>
<b><i>Final Biological Technical Report</i></b>	<b><i>1-2 weeks from receipt of client comments</i></b>	<b><i>(included in report prep cost above)</i></b>
<b><i>TOTAL (including ODCs, overhead, etc.)</i></b>		<b><i>\$9,780</i></b>

**NHPA:**

Spindrift Consulting is located in San Diego but also has offices in Colorado and Hawaii. They have an excellent reputation for both Archaeology and Cultural resource surveys.

The Project Manager and Principal Investigator will be Arleen Garcia-Herbst. She is the owner of Spindrift and possesses all necessary certifications to prepare documents which will be accepted by the State Historic Preservation Office (SHPO).

In summary, this proposal, Spindrift will produce a complete Section 106 Compliance Cultural Resources Inventory for the five project sites described above in four tasks; pre-field research and mobilization , Field evaluation and recordation; Post field reporting and development of a Consultation letter.



## COSTS

Spindrift will provide Cultural Resources Assessment services on a time and materials basis according to the schedule and cost estimates provided below:

<b>Major Tasks</b>	<b>Proposed Milestone*</b>	<b>Cost Estimates</b>
<b>Task 1: Pre-Field Research and Mobilization</b>	<b>4 weeks from NTP</b>	<b>\$2,839</b>
<b>Task 2: Field Evaluation and Recordation</b>	<b>5 weeks from NTP</b>	<b>\$2,137</b>
<b>Task 3: Post Field Reporting</b>	<b>6 weeks from NTP</b>	<b>\$1,887</b>
<b>Task 4: Consultation Letter</b>	<b>6 weeks from NTP</b>	<b>\$ 309</b>
<b>TOTAL</b>		<b>\$7,172</b>

**Next Steps for WWTP Grant Application:** Transmit the budget/schedule information, as requested by State Staff and await further instruction about the final decision whether the work will be required or not.

### **Evaluation of US Department of Agriculture Rural Development Grants and Loans**

Staff and TRAC is currently researching and evaluating programs under Program 101; Water and Waste Disposal Loans and Grants

This program provides funding for clean and reliable drinking water systems, sanitary sewage disposal, sanitary solid waste disposal, and storm water drainage to households and businesses in eligible rural areas.

This program assists qualified applicants who are not otherwise able to obtain commercial credit on reasonable terms. Eligible applicants include most state and local governmental entities including special districts.

Areas that may be served include rural areas and towns with populations of 10,000 or less.

Available funds include:

- Long-term, low-interest loans
- If funds are available, a grant may be combined with a loan if necessary to keep user costs reasonable

Funds may be used to finance the acquisition, construction or improvement of:

- Drinking water sourcing, treatment, storage and distribution
- Sewer collection, transmission, treatment and disposal
- Storm water collection, transmission and disposal in some cases, funding may also be available for related activities such as:
  - Legal and engineering fees
  - Land acquisition, water and land rights, permits and equipment
  - Start-up operations and maintenance
  - Interest incurred during construction
  - Purchase of facilities to improve service or prevent loss of service
  - Other costs determined to be necessary for completion of the project

Loan terms and rates:

- Up to 40-year payback period, based on the useful life of the facilities financed
- Fixed interest rates, based on the need for the project and the median household income of the area to be served.

Additional requirements include:

- Borrowers must have the legal authority to construct, operate and maintain the proposed services or facilities
- All facilities receiving federal financing must be used for a public purpose
- Partnerships with other federal, state, local, private and nonprofit entities that offer financial assistance are encouraged
- Projects must be financially sustainable.

The application period for this grant source is currently open.

#### **Next Steps:**

Staff will develop a list of potential eligible projects in cooperation with the I and O Committee, that would benefit BWD programs and operations; these would include potential grants to follow agricultural land.

Staff will also schedule a meeting with USDA staff in El Centro, CA to explore feasibility and timing of any grant applications.

#### **Evaluation of Bureau of Reclamation Water Smart Grants**

The Bureau of Reclamation manages, develops, and protects water and related resources in an environmentally and economically sound manner in the interest of the American public.

Serving the 17 Western state it is the largest wholesale water supplier, operating 338 reservoirs with a total storage capacity of 140 million acre-feet. BuRec is the second largest producer of hydropower in the United States and operates 53 hydroelectric power plants that annually produced, on average, 40 billion kilowatt-hours for the last 10 years, and delivers 10 trillion gallons of water to the more than 31 million people each year.

Funded by Title 16 of the US Code, Water SMART Small-Scale Water Efficiency Projects Reclamation provides 50/50 cost share funding to irrigation and water districts, tribes, states and other entities with water and power delivery authority for small water efficiency improvements. Projects eligible for funding include installation of flow measurement or automation in a specific part of a water



delivery system, lining of a section of a canal to address seepage, or other similar projects that are limited in scope.

BuRec is currently accepting applications for fiscal year 2018 Water SMART program funding opportunities for water and energy efficiency, small-scale water efficiency, and water marketing strategy projects.

The Bureau field office in Temecula, CA has a good record of support/funding water supply/delivery and conservation projects in San Diego County. They have shown an interest in meeting soon with BWD staff.

**Next Steps:**

Staff will utilize the same project “wish list” results described above and gain BuRec feedback on eligibility for funding. If there are opportunities, staff will return and discuss these with the Board.

**Release of 2018 Proposition 1 – IRWM Implementation Grant Draft Solicitation Documents for Public Comment**

Staff will review the new Prop 1 solicitation documents and determine if a response by the November 20 submission date is warranted.

**FISCAL IMPACT**

The total of the two contracts for Cross Cutting is \$9,780. TRAC will manage the Cross Cutter consultant contracts including any required assistance and consultation. Rick Alexander will also conduct an orientation for the consultants describing BWD operation, and the projects proposed for the five sites. This will also provide initial feedback from the consultants on what they expect/do not expect to find from their surveys. TRAC will do this work on a time and materials basis extend the current rate of \$95/hour.

**ATTACHMENTS**

None

BORREGO WATER DISTRICT  
BOARD OF DIRECTORS MEETING – OCTOBER 16, 2018  
AGENDA BILL II.A.4

October 11, 2018

TO: Board of Directors, Borrego Water District  
FROM: Geoff Poole, GM  
SUBJECT: Prop 218 Rate Study Preconditions - Due before Jan/Feb 2019 – L Brecht

**RECOMMENDED ACTION:**

Discuss Preconditions for Prop 218 Rate Study

**ITEM EXPLANATION:**

Each item may have significant impacts on the District's revenue sufficiency model required for a Prop 218 Rate Study:

**CIP**

Master Plan to integrate disparate sections of old IDs  
Economic value of further solarization  
Solar rebate  
Economics of repair vs replacement of existing WWTP w/ package plants  
Grant projects priority if grants do not materialize  
GSA-related  
Reimbursement plan for District GSP development expenses  
Reimbursement for Prop 1 grant spend  
Joint Defense Agreement for GSP and CEQA legal expenses  
Governance plan for GSP implementation  
Land purchase transaction requirements  
Fallowing standards (e.g. what is District's liability from Viking purchase?)

Wildcard: If Water Bond passes, District may have significant cash flow hit  
If Water Bond does not pass, District will have new costs for additional water supply

**FISCAL IMPACT**

TBD

**ATTACHMENTS**

None

BORREGO WATER DISTRICT  
 BOARD OF DIRECTORS MEETING – OCTOBER 16, 2018  
 AGENDA BILL III

October 11, 2018

TO: Board of Directors, Borrego Water District

FROM: Geoff Poole, GM

SUBJECT: Informational Items

1. Operations and Infrastructure Meetings – Attached are the minutes for the most recent O and I meetings. Another one is scheduled for October 15<sup>th</sup>.
2. Process for Selection of Replacement Well #2 Site – G Poole – Staff and The Consultants had a call on Friday afternoon to discuss possible sites for Replacement Well #2. The intent is to bring back a Preferred Site(s) and implementation plan at the October 24<sup>th</sup> meeting.
3. CIP Project Construction and Phasing Update – G Poole: Following if the Initial Phasing of the BWD Pipeline Projects

**PHASE ONE – October 2018**

Pipeline #1: Weather Vane from Frying Pan to Double O	\$34,125
#2: T Anchor drive from Frying Pan to Double O	34,125
#3: Double O from T Anchor	313,600
#4: Frying Pan N/S from T Anchor	248,000
PHASE ONE CONSTRUCTION COST ESTIMATE	\$629,850

**PHASE TWO – TBD**

Pipeline #5: Double O to Di Giorgio	\$104,000
#6: Tilting T and Country Club	385,000
#7: 1600 Block of De Anza	252,000
PHASE TWO CONSTRUCTION COST ESTIMATE	\$741,000

**PHASE THREE – TBD**

Pipeline #8: Yaqui Pass Rd	\$112,000
#9: Country Club and Slash M	175,700
#10: Borrego Springs Rd and Weather Vane to Barrell	105,000
#11: Borrego Springs Rd and Tilting T /Country Club	240,000
#12: Tilting T to Di Giorgio	688,000
PHASE ONE CONSTRUCTION COST ESTIMATE	\$1,320,700

**TOTAL PIPELINES** **\$2,691,550**

4. Flying J and Double O Pipelines: Legal Counsel recommended significant changes to the Draft Bid Documents. Therefore, the item will be deferred until October 24<sup>th</sup>. Once BBK input is received, we will have a good base document that can be used in other upcoming BWD Projects.

**MINUTES**  
**Borrego Water District**  
**Operations and Infrastructure**  
**Committee Meeting**  
**October 1, 2018**  
**11:00 a.m.**  
**806 Palm Canyon Drive**  
**Borrego Springs, CA 92004**

Present:           Directors:       Joe Tatusko  
  Ray Delahay  
  Staff:           Geoff Poole  
  Kim Pitman

  Consultant:     Trey Driscoll, Dudek

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

**A. BWD Replacement Wells Projects**

1. **C/M for Well #1 – Scope of Work Review.** Trey joined the meeting by phone and was asked to further explain the scope of work (SOW) for construction management of well #1. A discussion was had in regards to how BWD staff and Dudek staff would interact on the project/s to be most cost effective for BWD. Trey said the original estimate for the SOW was based on work currently being performed by Dudek for Eastern Water District. The Eastern budget was reduced by approximately \$100,000 when compared to the BWD budget. Actual costs would depend on how much time is spent on each project, which would not be 24/7 and Dudek will work closely with BWD staff to try not to overlap duties. Ray suggested that Trey revise the SOW to include a “not to exceed” clause in the \$125,000 range.
2. **Siting for Well #2 and Schedule.** A discussion was had on a well #2 site that could possibly be combined easily with the well #1 site to save on costs. It was decided that when Greg returns from vacation a “mini” site analysis study should be done with input from BWD staff and Dudek to decide the best site for well #2. The result of this study to be brought back to the Board at the October meeting.
3. **Benefits to combining C/M?** Trey suggested that the benefit to combining projects could save on drilling costs, not necessarily for Dudek costs. Costs for Dudek time on project/s would be limited to necessary, required geologist on site time.

**B. CIP Pipeline Projects Phasing.** Greg and Carlos, Dynamic Engineering, will get together

when Greg gets back from vacation to discuss the different factors to take into consideration when scheduling the pipeline projects and will bring this schedule back to the October Board meeting.

**C. CIP Update for October 16th Meeting.** Geoff will update the CIP with the recommended project phasing, descriptions and other information and bring back to the Board at the October meeting.

**D. Well Field Solar Report Status**

Geoff has a proposal from the company that installed solar on the shop. He will review and bring back to the board with an analysis available for all to review at the October Board meeting.

**E. ACCELA Project Management Software**

Joe asked Kim if the Project Management portion of the Accounts Payable module could assist her in accounting for the CIP projects. She said she hadn't used it yet, but that was the purpose and would further investigate.

**VIII. STAFF REPORTS.** None

**IV. ADJOURNMENT.** Meeting ended at 11:55 a.m.

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

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**Borrego Water District  
Operations and Infrastructure Committee  
MINUTES  
Special Meeting  
September 4, 2018 11:00 a.m.  
806 Palm Canyon Drive  
Borrego Springs, CA 92004**

**I. OPENING PROCEDURES**

- A. Call to Order: The meeting was called to order at 11:00 p.m.
- B. Roll Call: Directors: Present: Secretary/Treasurer Tatusko, Delahay  
Staff: Geoff Poole, General Manager  
Greg Holloway, Operations Manager  
Kim Pitman, Administration Manager  
Carlos Beltran, District Engineer (via teleconference)  
Wendy Quinn, Recording Secretary  
Public: Rick Alexander (via teleconference)
- C. Approval of Agenda: There were no changes to the Agenda.
- D. Approval of December Minutes: Approval of the Minutes was deferred.
- E. Comments from Committee Members and Requests for Future Agenda Items: None
- F. Comments from the Public and Requests for Future Agenda Items: None
- G. Correspondence from the Public: None

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

**A. 2018 Capital Improvement Plan:**

1. CIP Activities Update – July/August 2018

Geoff Poole referred to the Board’s action at its last meeting to retain Dynamic Engineering as the construction manager for its pipeline projects. Director Tatusko noted that the District has \$5.5 million in bond funds and \$2.3 million in grants to spend on its CIP. He requested a construction schedule for the pipeline projects each month on the Board agenda, whether each is to be outsourced or handled in house, and the estimated cost. Mr. Poole reported that Greg Holloway had prepared a schedule, map and priorities for all the bond-funded projects. He also invited the Committee’s attention to Carlos Beltran’s engineering and project management cost estimates, included in the Agenda package.

Mr. Beltran stated that the estimates would be updated monthly, and his reports would include completion dates and schedules for advertisement for bids and Board consideration of approval. He summarized the proposed schedule of pipeline projects over the next three years. Photographic survey for lines in Double O and Frying Pan should be complete in the next couple of days, followed by a meeting next week with Mr. Poole and Mr. Holloway to finalize the location of the lines. Plans and specifications will be presented to the Board at one of its September meetings, and then the project can go out to bid. Construction should begin in mid-November. Mr. Poole and Mr. Holloway will discuss whether to advertise the project as one project or two. Director Tatusko agreed with Mr. Beltran that the advertisement for bids should be published in the Coachella Valley, Imperial County and San Diego. While this project is underway, Mr. Beltran will begin working with Mr. Poole and Mr. Holloway on the Yaqui Pass transmission line.

## 2. Project Schedule

Mr. Poole asked whether any changes should be made in the project schedule. Proposed changes would need to be considered by the Board and the bank. Some funds may need to be shifted from one project to another. Mr. Holloway reported that a paving project may be necessary in Sun Gold if work is done on one of the older lines. He will work with the County to insure that the District's work is completed prior to the paving.

Mr. Holloway summarized his chart of pipeline projects, noting that the Double O and Frying Pan lines are the current priority. The next projects, transmission lines in Yaqui Pass and Country Club/Slash M, should move quickly. He went on to review the pipelines scheduled for 2019-20 and 2020-21, some of which may be moved up. Director Tatusko suggested that USDA grants may be available. Mr. Holloway noted the need for cleaning the lines before videoing and assessing, and Director Tatusko suggested getting bids for the cleaning and videoing. Mr. Poole noted that Mr. Beltran agreed with Mr. Holloway's cost estimates and had amended his construction management schedule to match Mr. Holloway's schedule.

## 3. Well Siting Consultant Selection

Mr. Poole reported that the CIP includes two well replacements, and the first site has been selected, Well 4 in ID 4. Mr. Holloway explained that the site is large and flat. He recommended that fencing be added to the CIP. Mr. Poole summarized Dudek's well siting study and how they ranked the sites under consideration. Trey Driscoll will make a presentation to the Board on September 18. Mr. Poole recommended that Dudek be selected for the well drilling projects in the CIP based on their familiarity and lower price. Mr. Holloway explained that a pilot hole will be drilled at the Well 4 site, rather than a test hole. Mr. Poole will develop a contract with Dudek for the Board's consideration at its next meeting.

**B. Rams Hill Flood Control Repairs:** Mr. Holloway reported that the flood control repairs are in process. The levee has not been damaged. The area is being cleaned and the water diverted away from the levee.

**C. BWD Operations/Maintenance Department Report:** Mr. Holloway invited the Committee's attention to his written report in the Agenda package.

**D. Well Security Camera Update:** Mr. Holloway reported that a 55-page RFP had been prepared for well security cameras, which could cost as much as \$10 to \$15,000 each. Electricity and equipment are challenging. Director Delahay suggested a wire razor fence, then if someone tries to cut it or climb it a camera could be installed. Mr. Holloway suggested removing surrounding oleanders to eliminate the shield. Director Tatusko asked that bids be solicited, and then if the cost is too high a contract doesn't have to be awarded. Mr. Poole agreed to identify and contact potential bidders.

**E. Cyber and Purchasing Policy Training Schedule:** Kim Pitman reported that staff would meet for training on Wednesday at noon. The District already has an electronics policy which includes cyber security, but there have been some changes.

**F. Time Card Changes:** Mr. Holloway reported the crew is putting more detailed information on their time cards. Director Tatusko suggested taking the data from the time cards and putting it into the project management model on ACCELA to keep track of bond-related work.

**G. ACCELA Upgrades:** Director Tatusko asked staff to review the ACCELA project management model and how it might be used to track bond projects.

### **H. Grant Activities:**

#### 1. SDAC: LeSar, Jones, Metering, Well Siting

Mr. Poole reported that the Proposition 1-funded SDAC projects are underway. Rachel Ralston of LeSar made a presentation at the last AC meeting on her socioeconomic study, and another community meeting is scheduled for September 19. Esmeralda Garcia is working with Ms. Ralston to get the word out, and the ad hoc committee, including AC Members Rebecca Falk and Diane Johnson, is assisting. Jay Jones also spoke to the AC about his SDAC modeling project, and will speak to the Board at its next meeting. The well siting study is complete.

#### 2. Wastewater Plant Application



Rick Alexander updated the Committee on a pending State grant application. The wastewater treatment plant upgrade is a \$478,000 project which will hopefully be funded by Proposition 1 money. Mr. Alexander was optimistic about its approval. All the State's questions have been answered, except one which was just submitted. If approved, it could take anywhere from three months to a year to receive the funds.

3. Water Projects Application: Reservoir and Wilcox Motor Replacement

Mr. Alexander went on to explain plans to replace the Twin Tanks, Rams Hill Tank #2 and the Wilcox motor. The total cost is \$1.5 million. The Regional Water Quality Control Board staff will begin review of the grant application for these projects once the wastewater treatment plant upgrade grant application has been processed.

Mr. Alexander pointed out that USDA has grants available for rural communities of less than 10,000 residents. He is reviewing the criteria to determine which BWD projects would be most likely to be funded. The Bureau of Reclamation also has "water smart" grants ranging from \$50,000 to \$3-4 million, and he is working to identify projects which meet the criteria.

4. Twin Tanks Property Boundary Correction

Mr. Poole reported that he submitted the legal descriptions of the property where the District wants to construct the Twin Tanks replacement and the property where the existing Twin Tanks are. He is working with the State Park people, and Mr. Beltran is working on the access road.

5. Well Siting Consultant Selection

This item was covered earlier. Dudek was selected.

**G. SWRCB Discharge Permit Update:** Mr. Poole reported that nitrogen and TDS are issues with the discharge permit, but the District has been granted an interim TDS limit in the new permit and will not be penalized.

**H. Economics of Well Field Solar and WWTP Replacement:** Mr. Poole reported on an e-mail from Director Brecht to Director Tatusko asking about solar panels for well fields and replacement of the wastewater treatment plant. This is in preparation for the upcoming Proposition 218 process. Dudek conducted a tertiary treatment study and recommended no project. An alternative to continually upgrading the treatment plant would be package plants, which might facilitate reclamation. Director Delahay reported that he had looked at some package plants and they appeared to be "fly by night" facilities. No information was available on long-term maintenance. Mr. Holloway pointed out that the existing plant will be getting a major overhaul. Director Delahay suggested considering a package plant on the existing site.

**III. STAFF REPORTS**

None

**IV. ADJOURNMENT**

There being no further business, the Committee adjourned at 1:05 p.m.

**AGENDA**  
**Borrego Water District**  
**Operations and Infrastructure Committee**  
**Special Meeting**  
**October 15, 2018 11:30 a.m.**  
**806 Palm Canyon Drive**  
**Borrego Springs, CA 92004**

**IX. OPENING PROCEDURES**

- G. Call to Order
- H. Roll Call
- I. Approval of Agenda
- J. Approval of December Minutes
- K. Comments from Committee Members and Requests for Future Agenda Items
- L. Comments from the Public and Requests for Future Agenda Items (comments will be limited to 3 minutes)
- M. Correspondence from the Public: NONE

**X. ITEMS FOR COMMITTEE CONSIDERATION AN POSSIBLE RECOMMENDATION**

- A. Dudek new well(s) revised RFP dated 10.1.18, recommendation for Board agenda
- B. Well #2 location discussion
- C. BWD well 12 recent warranty repair
- D. BWD pipeline replacement bundling and RFP scheduling review
- E. Future BWD Solar engineering RFP discussion
- F. BWD Time cards proposed job descriptions
- G. JC Labs, WWTP use going forward @ \$1,500.00/Month discussion
- H. La Casa sewer odor Sept. and October 2018
- I. Club Circle pipeline cleaning and video RFP discussion and review
- J. BWD remote meter reading pilot program discussion
- K. BWD ACCELA software update
- L. BWD O&I agenda and minutes review of 9/4 and 9/22/18 for Board meeting agenda item
- M. BWD location site security Video RFP review – TO RISK COMMITTEE

**XI. ADJOURNMENT**

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