

**Borrego Water District Board of Directors**  
**Special Meeting**  
**September 19, 2017 @ 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**  
*Director Lyle Brecht will be calling in*
- D. Approval of Agenda
- E. Comments from Directors
- F. Comments from the Public and Requests for Future Agenda Items (may be limited to 3 minutes)

**II. ITEMS FOR BOARD CONSIDERATION AND POSSIBLE ACTION (2-3)**

- A. Excessive Water Use Forgiveness Policy – G. Poole
- B. Request for BWD Signature on Letter of Water Availability – Mesquite Ranch – G Poole (4-8)
- C. Process for Prioritization of Prop One Projects – G Poole (9-13)
- D. Notice of Exemption Wastewater Treatment Plant Upgrades – G Poole (14-17)
- E. Notice of Exemption Wilcox Diesel Motor & Reservoir Replacement -G Poole(18-21)
- F. Postage, Folding and Billing Equipment Purchase – K Pittman (22-23)

**III. INFORMATIONAL ITEMS (24-30)**

- A. Letter from Director Tatusko regarding \$3,000 Library Contribution - J Tatusko (26-28)
- B. Ray Burnand Request to Fallow Farmland – G Poole
- C. BWD Financing Plan -Fieldman Rolapp and Assoc -G Poole
- D. Stand-by Fees for BSR and Santiago Estates - G Poole
- E. Raftelis Affordability Study – G Poole
- F. Water Bond Update – G Poole
- G. 900 Tank Update – G Poole
- H. Borrego Waste Water Treatment Plan Discharge Permit Renewal – G Poole
- I. Dudek Sewer Odor Assessment Update – G Poole
- J. Dudek Wastewater Treatment Plant Tertiary Treatment Study Update – G Poole
- K. Flood Control Evaluation – G Poole
- L. BWD Office/Warehouse Solar – G Poole
- M. Website Update – G Poole
- N. BWD Calendar – G Poole (29-30)

**IV. CLOSED SESSION**

- A. Significant Exposure to Litigation pursuant to paragraph (2) of subdivision (d) of Government Code, section 54956.9 (2 or more cases)

**V. CLOSING PROCEDURE**

- A. Suggested Items for Next/Future Agenda
- B. The next Regular Meeting of the Board of Directors is scheduled for 9:00AM, September 27, 2017 at the Borrego Water District

**\*TELECONFERENCE AVAILABLE AT: 421 Vista de la Playa Santa Barbara, CA 93109**

AGENDA: September 19, 2017

All Documents for public review are 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 Joe Tatusko – 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 – SEPTEMBER 19, 2017  
AGENDA BILL II.A

June 14, 2017

TO: Board of Directors, Borrego Water District  
FROM: Geoff Poole, General Manager  
SUBJECT: Consideration of Revision to Excessive Water Use Forgiveness Policy

**RECOMMENDED ACTION:**

Receive information on frequency and amounts of past waivers, review policy from other Agency and direct staff accordingly

**ITEM EXPLANATION:**

At the July 18<sup>th</sup> meeting, Fred Jee appeared to discuss BWD existing one-time forgiveness policy. Staff was directed to research the issue and return to the Board for further discussion. Following is the results of staff's investigation:

**Frequency and Amounts of Past Waivers;** Once in a Lifetime adjustments have been recorded from November 2016 to current. Unfortunately, a system is not in place to find any adjustments before that date in the old system. The current billing software can track all adjustments and BWD will have all records from this point forward.

Under the current procedure if a customer requests a Waiver, a 12-month average is calculated and the difference between the average and the actual amount consumed is waived. There have been 6 Once in a Lifetime adjustments done since Nov. 2016, and it is believed all are part time residents. The information is presented below:

	<u>Usage Adjustment</u>	<u>Bill Adjustment</u>
1.	157 units	\$ 546.36
2.	561 units	\$1,952.28
3.	102 units	\$ 377.08
4.	154 units	\$ 535.92
5.	142 units	\$ 494.16
6.	180 units	\$ 556.80

Policies from Other Agencies vary. At some agencies, the discretion to settle is totally with the General Manager up to \$1,000 with no limits and at other Agencies adjustments are capped at no more than once every 5 years. Other specific components of the Plans included:

- ✓ Must be within 30 days of bill invoicing
- ✓ Only able to apply Once in each 60 month period (after one waiver must wait 60 months)
  - ✓ Bill for water delivered at the lower rate (no free water)
- ✓ Not allowed if caused by third party who can be pursued for reimbursement for added expense.

- ✓ Not if result of change in irrigation timer or failure
- ✓ Up to discretion of GM to decide amount if any
  - ✓ May be appealed to Board

The full range of options is available for use in this situation.

**FISCAL IMPACT**

The total fiscal impact of the “once in a lifetime” program is \$4,462.58 since November 2016.

**ATTACHMENTS:** None



BORREGO WATER DISTRICT  
BOARD OF DIRECTORS MEETING – SEPTEMBER 19, 2017  
AGENDA BILL II.B

June 14, 2017

TO: Board of Directors, Borrego Water District  
FROM: Geoff Poole, General Manager  
SUBJECT: Request for Signature: Letter of Water Availability – Mesquite Ranch – G Poole

**RECOMMENDED ACTION:**

Receive report, discuss and direct staff accordingly

**ITEM EXPLANATION**

Approximately one month ago, Staff was contacted by Doug Wilson of Mesquite Ranch RV Park with a request for BWD’s signature on the County’s Letter of Water Availability for the subject development located at Borrego Valley Road and Tilting T (future). The Tentative Maps are about to expire on the Project and BWD’s signature is needed, along with other non-BWD related requirements, to keep the current Maps valid and Mr. Wilson is working on those other items.

Staff informed Mr. Wilson that BWD Policy requires Board Approval on all Letters of Availability unless “the developers have already paid for and/or installed water, sewer or flood control facilities to District standards”. In the case of Mesquite Ranch, infrastructure is needed so the Letter must come to the Board.

The water system is designed to have minimal impact on BWD Operations through the installation of a Master Meter. On the sewer system, a small lift station is planned to pump into the existing collection system. A letter from Mr Wilson is attached summarizing his recent activities to keep the Maps from expiring.

**FISCAL IMPACT**

Staff has estimated the cost of Engineering/Legal/Administrative to be \$7,500. In the event the deposit is not adequate the Developer is responsible for the extra costs and similarly if the deposit is too much the excess will be refunded.

**ATTACHMENTS**

1. Letter from Doug Wilson



**DOUG WILSON**

12168 OBSERVATION DRIVE  
GRAND TERRACE, CA 92313-5531  
909.520.8428 CELL  
BAMPA.DOUG@YAHOO.COM

PROJECT MANAGEMENT - LAND DEVELOPMENT - COORDINATION & EXPEDITING

August 20, 2017

Mr. Geoff Poole – General Manager  
Borrego Water District  
806 Palm Canyon Drive  
Borrego Springs, CA 92004

Re: Mesquite Trails Ranch – TM5373RPL4  
399W Water Service Availability Form

Dear Mr. Poole:

Thank you for meeting with me on August 4, 2017 to discuss the Mesquite Trails Ranch project and the Tentative Map 5373RPL4 Time Extension application. Our request for Borrego Water District execution of the County of San Diego 399W (Water) and 399S (Sewer) Service Availability Forms as a condition of Tentative Map Time Extension rests firmly on the strength of more than two decades of mutual cooperation between the District and the Property Owners to secure a feasible development as follows:

#### Water

- The bilaterally-executed Master Water Agreement between Borrego Water District and Mesquite Trails LLC.
- Mesquite Trails agreement to extend 2,721 feet of 10" water main in Tilting "T" to our western property boundary,
- A water use ratio of less than one quarter unit per space for recreational vehicle developments as opposed to one full unit per lot for residential and mobile home parks.
- The reconfiguration of the project to eliminate large riparian and non-loaded roads.
- Drastic reductions in water use by reducing open areas.
- Drought-tolerant desert-scape throughout the project.
- Minimal road cut and pad compaction-in-place to preserve native contours and elevations and reduce necessary construction water.

#### Sewer

- Pre-payment of \$817,179 in Sewer Fees.

During our meeting of August 4<sup>th</sup>, I offered up a brief history of Mesquite Trails Ranch. In the early 1990's, partners Ray Basara and Ray Plote purchased 309.51 acres on the east side of Borrego Valley Road, about a mile south of S22. They also purchased approximately 150 acres north of the project. A short time later both of the partners became gravely ill. Surviving

partner, Ray Plote, and the heirs of Ray Basara, Wendy Basara and Debra Basara Wear, invested substantial funds and time to obtain Tentative Map approval of the original configuration from the County of San Diego in 1994. Engineering work continued on the project until time extensions ran out on the original Tentative Map in 2005.

Committed to preserving their investment value, Mesquite Trails commenced a new Tentative Map approval process that ultimately resulted in the San Diego County Board of Supervisor's September 24, 2008 re-approval of Tentative Map 5373 for a period of three (3) years, with an initial expiration date of September 23, 2011, conditioned upon a 25% reduction in overall water use. Owing to the depressed economy, the first State of California extension was AB333 that extended the map for an additional 24 months, changing the expiration deadline to September 23, 2013. The second State of California extension due to the continued economic slump was AB208 that extended the map for 24 more months, changing the expiration deadline to September 23, 2015. The third and final State of California time extension was AB116, that extended the map for 24 additional months to September 23, 2017.

As I am sure you can appreciate, Mesquite Trails LLC has invested millions of dollars over the course of time in the property purchase, entitlement, land planning, engineering, maintenance, and consultant work necessary to preserve the value of the Mesquite Trails Ranch.

Also on the afternoon of August 4, 2017, Mesquite Trails LLC filed its application at the County of San Diego for a 6-year time extension of Tentative Map 5373RPL4. Our application package included the following filing fees and exhibits:

- Owner-executed Plote Property Management, L.L.C. checks in the amount of \$8,692.00 as payment to the order of the County of San Diego for Tentative Map Time Extension fees and deposits.
- Eleven copies of the Tentative Tract Map No. 5373RPL4 Exhibit, (pgs. 1 and 2) approved as a Minor Deviation on September 11, 2011 by DPLU Director Eric Gibson, folded to 8-1/2" x 11".
- One agent-executed written request dated June 16, 2017 stating the reasons and justifications for the Time Extension, as well as reference to historically applicable State of California map extensions from 2008 to 2017.
- One executed Public Notice Package including Vacant Property Notice, Summary of Owners List, Owner's List hard copy, extra set of labels, signed certification, 300-ft. radius maps, and stamped-addressed envelopes.
- One owner/agent-executed SDCo DPLU form 126 Acknowledgement of Filing Fees and Deposits, accompanied by a Signed Letter of Authorization including limited authority grant to an Agent, and proof of authority.
- One owner/agent-executed SDCo DPLU Form 299 Supplemental Public Notice Certification, signed by the owner and one Form 299 executed by the Noticing Company.

- One owner/agent-executed SDCo DPLU Form 305 Ownership Disclosure.
- One owner/agent-executed SDCo DPLU Form 346 Discretionary Permit Application.
- One owner/agent-executed SDCo DPLU Form 366 Environmental Review Update Application, four copies, and the August 12, 2008 Environmental Documentation - Attachment F.
- One owner/agent-executed SDCo DPLU Form 399F Fire Availability Application.(Executed by Borrego Fire on August 19, 2017).
- One owner/agent-executed SDCo DPLU Form 399S Sewer Availability Application.
- One owner/agent-executed SDCo DPLU Form 399Sc School Availability Application. (Executed by Borrego School District on August 10, 2017).
- One owner/agent-executed SDCo DPLU Form 399W Water Availability Application.
- One owner/agent-executed SDCo DPLU Form 514 Public Notice Certification.
- One owner/agent-executed SDCo DPLU Form 524 Notice to Property Owners.
- One owner/agent-executed set of Storm Water Management Documents, including WDID number.
- One copy of the 2008 Tentative Map approval.
- One copy of the 2011 Minor Deviation approval.

The County of San Diego Zoning Counter Tech who processed the Application for Time Extension balked when she found that the 399W (Water) and 399S (Sewer) Availability Application Forms had not been executed by Borrego Water District. I explained to her that we had met earlier for that purpose, and that I had left copies of the Availability Application with you, but that you retained an overwhelming desire to secure Board authorization prior to execution. She understood that the Borrego Water District is a private service agency that is not wholly subject to the County of San Diego processing regiment. After coordinating with a County Land Development Manager, the Zoning Tech returned with the information that she had been directed to accept the submittal with the caveat that, if Mesquite Trails was unable to secure BWD General Manager execution of the 399W (Water) and 399S (Sewer) Availability Application Forms incident to County application review, the review fees will have been exhausted and the County of San Diego would accept no responsibility for a Finding of Incomplete Application, which could result in the expiration of TM 5373RPL4.

I have since kept you abreast of our processing progress and liability as the September 23, 2017 expiration approaches.

I have included a copy of this letter for the convenience of the President of the Borrego water District Board. Please feel free to share this letter with the other members of the Board as you deem appropriate to convey the urgency of our request. Mesquite Trails LLC would greatly appreciate BWD execution of the 399W (Water) and 399S (Sewer) Availability Application Forms by the September 17, 2017 Board Meeting so the finalized forms can be hand-delivered to San Diego County Zoning ahead of the September 23, 2017 map expiration.

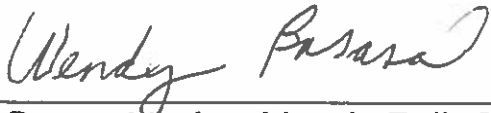
Thank you for your cooperation.

Sincerely,



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Doug Wilson - Project Manager



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Wendy Basara – Member - Mesquite Trails, LLC

✓ Cc: Ms. Beth Hart – BWD Board President



BORREGO WATER DISTRICT  
BOARD OF DIRECTORS MEETING – SEPTEMBER 19, 2017  
AGENDA BILL II.C

June 14, 2017

TO: Board of Directors, Borrego Water District  
FROM: Geoff Poole, General Manager  
SUBJECT: Prioritization of Prop One Projects for Future Grant Application

**RECOMMENDED ACTION:**

Receive report, discuss and direct Staff accordingly

**ITEM EXPLANATION**

BWD and the County of San Diego have begun the process of discussing the options available to structure the Proposal(s) for the next phase of Prop One grants. In the SDAC category, grants of up to \$1 million are available and the County of San Diego is requesting \$500,000 from the Grant proceeds to cover some of the costs of General Plan amendment and Environmental Impact Report on the Borrego Basin Groundwater Sustainability Plan implementation after the GSP is complete. The opportunity exists for BWD to either create a list of Projects that covers the remaining \$500,000 of the \$1 million grant OR submit a proposal on its own for projects totaling \$1 M. The purpose of this item is to discuss the preferred ways to formalize the priority list as well as discuss the pros and cons of one vs two grant applications coming from the same Basin.

Directors Tatusko and Ehrlich have been assisting Staff with this Project and have developed the following list of potential projects for Board consideration:

New Potable Well Siting Analysis	Well Rehabilitations
Water Quality Monitoring Program	Socio Economic Analyses
Public Outreach	Meter Install/Repair/Improve Rebates
Non-Potable Water Pipelines	

The purpose of this item is to discuss the process going forward and if any items should be added to the list before BWD Board prioritization. Once the priorities are set, the BWD Core Team will strategize with the County on the best way to structure the next Prop One Grant Application due on Nov 10.

Staff has received letters from Suzanne Lawrence, Diane Johnson and Gina Moran expressing an interest in helping with this process (attached).

**FISCAL IMPACT**

TBD

**ATTACHMENTS**

Letter from Suzanne Lawrence and Diane Johnson

## SUZANNE LAWRENCE LETTER – ITEM 2C

13 September 2017

TO: General Manager and Board of Directors  
Borrego Water District

FROM: Suzanne Lawrence  
Stewardship Council Representative to the GSP Advisory Council

SUBJECT: Request for BWD to make direct public engagement in the scoping of the  
GSP Planning Grant Proposal an institutional priority

The Borrego Valley Stewardship Council (BVSC) respectfully requests BWD to make direct community engagement in the scoping process for the application for a Prop 1-funded GSP Planning Grant an institutional priority. We suggest two specific actions:

1. Expand public participation in the ad hoc scoping committee, which now consists of Directors Harry Ehrlich and Joe Tatusko, to include at least two public members. Preferably those members would have specific knowledge of large-scale civic engagement / community outreach programs in a resource management setting, and direct knowledge of relevant documents governing GSP via DWR. BVSC understands it is common BWD practice to engage members of the public with specific content knowledge to serve on working committees. We are asking this practice be applied ASAP to the scoping process for the Prop 1 GSP Planning Grant application.
2. Require a series of interviews between the consultant and key members of the community, as well as Advisory Council Members, in order to get a broader idea of socioeconomic and community engagement needs BEFORE scoping the grant proposal. This community-derived information should be distilled and brought back to the ad hoc scoping committee to assist it in determining the scope and scale of project requests to DWR.

### RATIONALE:

BVSC views the recently announced availability of Prop 1-funded GSP Planning Grants as a unique opportunity not likely to recur. Receiving a grant would allow the BWD to invest in building capacity to meet its new, much broader, SGMA-created responsibilities to manage water. For example, the Proposal Solicitation Package for Prop 1 grants lists, as an eligible Category 1 project, evaluating “the groundwater management needs of SDACs” (severely disadvantaged communities). Working in the SDAC framework is not an area in which the BWD has extensive experience. Again and again the new DWR guidance document for the GSP, “Stakeholder Communication and Engagement,” stresses not only informing the public, but also engaging and involving “diverse social, cultural, and economic elements of the population within the basin.” (p.

1) Therefore, at this stage, BVSC specifically suggests that BWD begin to develop capacity for direct and broad citizen engagement in both decision-making and responsible resource management.

DWR recognizes that before the new mandates in SGMA, public water agencies have viewed empowering citizens to be beyond the scope of the agency and inherently risky. The notion has been that fiduciary responsibility REQUIRES water districts to be sparing in scope and dubious about the potential outcomes of investing significant time and effort in community engagement.

The implementation of SGMA mandates water districts adopt a new and very different paradigm of community engagement. In the pre-SGMA paradigm, water districts were incentivized to avoid the risk of “too much” community engagement. The advent of SGMA means water districts are now at risk of not having enough community engagement. This is why DWR recently issued the guidelines referenced above, “Stakeholder Communication and Engagement,” ([http://www.water.ca.gov/groundwater/sgm/pdfs/GD\\_C&E\\_Final\\_2017-06-29.pdf](http://www.water.ca.gov/groundwater/sgm/pdfs/GD_C&E_Final_2017-06-29.pdf)).

The graphic on page 4 of the new DWR guidelines assists GSAs in gauging the difference between minimal efforts and maximum efforts of community engagement. Under the new guidelines the current BVGB Communication and Engagement (C&E) plan, written by the County in March 2017, could be seen as being at the minimal end of the scale. But the Prop 1 planning grant solicitation encourages applicants to evaluate SDAC needs, and to make communication and engagement with marginalized communities a top priority.

Enhanced C&E effort should be one of the top priorities in the scoping of the grant application.

Acknowledging the County has already developed and submitted a C&E plan to DWR, several months before DWR issued its recent C&E guidelines, the question to the BWD grant committee is: Is it possible to develop a proposal for a Prop 1 GSP planning grant that could add to the C&E plan that has already officially been submitted?

From the perspectives of the Stewardship Council we would like to see a C&E plan that commits to the level of activity characterized on page 4 of the new guidelines as "Empowered." Correspondingly, we would like to revisit the current C&E Plan to see if it meets those standards. We see the Prop 1 GSP planning grant as an ideal vehicle to enable that work. We also believe the BWD has identified capable consultants with a high level of expertise in C&E work, and that these consultants are poised to perform.

## DIANE JOHNSON LETTER – ITEM 2C

14 September 2017

To: Geoff Poole, General Manager, Borrego Water District

From: Diane E.P. Johnson, Borrego Springs resident and rate-payer

Re: Application to assist in scoping the grant application for Prop 1 funding for SGMA-related activities

Pursuant to the letter recently sent by Suzanne Lawrence, for the Borrego Valley Stewardship Council, I would like to express my interest in serving as a community member of the Ad Hoc Scoping Committee which is preparing a DWR SGWP Grant Application for the BWD.

As you know, DWR is quite intent on getting community engagement in the GSP development process. And with its front-and-center concern for SDACs, SGMA has mandated entering into a whole new world of concepts and requirements for water district managers all over the state. The good news is, DWR has also already sponsored some useful research projects and reports to assist GSAs in moving into this world, including some that go back to IRWM days and hence have some longer experience in them.

As a long-time reference librarian/"research information manager," I have some pretty good skills at identifying and analyzing relevant information, which of course the internet makes widely available these days. I have worked as a contractor with various Federal agencies, such as the Department of Transportation, the Environmental Protection Agency, the Nuclear Regulatory Commission, and the National Library of Medicine. My work there involved information support, but also proposal writing for major contracts. In addition, I earned a Paralegal Certificate from Cal State San Marcos in 2007, which gives me a decent level of comfort in researching water and other statutes, case law, legislative histories, etc.

Recently I have been identifying and immersing myself in research and reports on groundwater management in California. I intend soon to share with the community the data I have found, perhaps on a Facebook page.

I look forward to hearing from you, and, I hope, to serving on this ad hoc committee.

Thank you --

Diane E.P. Johnson



DEPARTMENT OF PARKS AND RECREATION  
COLORADO DESERT DISTRICT  
200 PALM CANYON DRIVE  
BORREGO SPRINGS, CA 92004  
760-767-4037

Lisa Ann L. Mangat, Director

September 13, 2017

Beth Hart, President Borrego Water District Board of Directors  
Geoff Poole, General Manager  
BORREGO WATER DISTRICT  
806 Palm Canyon Drive  
Borrego Springs, CA 92004

Dear Beth and Geoff,

As you know, I replaced Kathy Dice as the State Parks representative on the Advisory Committee.

During my 30 years working for the State of California, I have worked on complex public works projects with extensive community outreach. This past July, I was the lead on a Department of Fish and Wildlife administered Proposition 1 Restoration Grant application for the Sentenac Cienega area of Anza-Borrego Desert State Park. I collaborated with the University of California, Irvine and the Anza-Borrego Foundation on the application. We included a community outreach component related to the values of wetlands and recreation.

I would be willing to participate on any GSP Proposition 1 Grant proposal that includes community outreach, disadvantaged communities, and infrastructure improvements.

If you have any questions, please contact me at (760) 767-3716.

Sincerely,

Gina Moran  
Senior Environmental Scientist  
Colorado Desert District

BORREGO WATER DISTRICT

BOARD OF DIRECTORS MEETING – SEPTEMBER 19, 2017

AGENDA BILL II.D

June 14, 2017

TO: Board of Directors, Borrego Water District  
FROM: Geoff Poole, General Manager  
SUBJECT: Notice of Exemption Wastewater Treatment Plant Upgrades – G Poole

**RECOMMENDED ACTION:**

Approve Notice of Exemption

**ITEM EXPLANATION**

BWD has been in the process of pursuing two grants, one for wastewater improvements and one for water facilities including Wilcox Diesel motor and existing reservoir replacement. One of the final stages of the Grant process is approval of Environmental documents for the planned facilities. In the case of both applications, a Notice of Exemption is warranted.

The planned Wastewater Plant Improvements total \$280,000 and include replacement of Grit Remover, Oxidation Ditch and air diffusers and rehabilitate secondary clarifier. All projects are replacement of assets past their useful life and not growth inducing.

**FISCAL IMPACT**

Total grant proceeds are \$280,000

**ATTACHMENTS**

1. Notice of Exemption

**NOTICE OF EXEMPTION**

<p>TO: County Clerk County of San Diego 1600 Pacific Highway, Suite 260 San Diego, CA 92101</p> <p>Office of Planning and Research 1400 Tenth Street, Room 222 Sacramento, CA 95814 Attn: State Clearinghouse</p>	<p>FROM: Borrego Water District 860 Palm Canyon Drive Borrego Springs, CA 92004 Phone: (760) 767-5806</p>
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1.	Project Title:	Wastewater Treatment Plant Upgrade Project
2.	Project Location – Identify street address and cross streets or attach a map showing project site (preferably a USGS 15’ or 7 1/2’ topographical map identified by quadrangle name):	The project will be implemented within the District’s service area, which is within the unincorporated San Diego County community of Borrego Springs. Specifically, certain repairs and upgrades will be made to existing District facilities located at the District’s Rams Hill Wastewater Plant, which is located at 4861 Borrego Springs Road.
3.	(a) Project Location – Cities:	The unincorporated community of Borrego Springs, CA
	(b) Project Location – Counties:	San Diego County
4.	Description of nature, purpose, and beneficiaries of Project:	The project that was approved by the District’s Board of Directors on September 17, 2017 includes the repairs and upgrades being made at the facility. Specifically, the District will: (1) repair the facility’s existing headworks by repairing the grit separator housing and drive unit, as well as replacing the air-lift system (“headworks repairs”); (2) repairing the decanting level control unit in the oxidation ditch (“oxidation ditch repairs”); (3) repairing and replacing existing components within the secondary clarifier (“secondary clarifier repairs”); and (4) replacing the existing Caterpillar skid-steer, diffusers, and isolation valves in the waste sludge aerobic digester/sludge holding tank (“sludge holding tank repairs”) (collectively, “Project”).
5.	Name of Public Agency approving project:	Borrego Water District
6.	Name of Person or Agency carrying out project:	Borrego Water District
7.	Exempt status: (check one)	
	(a) <input type="checkbox"/> Ministerial project.	
	(b) <input type="checkbox"/> Not a project.	
	(c) <input type="checkbox"/> Emergency Project.	
	(d) <input checked="" type="checkbox"/> Categorical Exemption. State type and class number:	State CEQA Guidelines sections 15301 [Repair and Maintenance of Existing Facilities]; and 15302 [Replacement or Reconstruction of Existing Facilities]
	(e) <input type="checkbox"/> Declared Emergency.	
	(f) <input type="checkbox"/> Statutory Exemption. State Code section number:	

(g) <input checked="" type="checkbox"/> Other. Explanation:	State CEQA Guidelines, § 15061(b)(3)
8. Reason why project was exempt:	<p>First, the Project is exempt from CEQA review pursuant to State CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that approval of the Project has no potential for direct physical impacts to the environment. This is because the Proposed Approvals, individually and in the aggregate, amount to very minor, administrative approvals that will have little to no effect upon the environment. As a result, it can be seen with certainty that none of the Proposed Approvals have the potential to result in direct physical impacts on the environment.</p> <p>In addition, as to each of the elements of the Project:</p> <p>a. <u>Headworks Repairs</u></p> <p>The minor repairs and replacement of existing parts within the facility's headworks is exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because each activity will consist of the repair and maintenance of an existing public facility, the facility's headworks, and will not involve any expansion of use of the system beyond that existing at the time of the Board's determination.</p> <p>Second, each of these activities is exempt from CEQA review pursuant to State CEQA Guidelines section 15302 because the activity would involve the replacement of existing features of public facilities, will be located on the same site in the same location, and will serve the same purpose as the rotors that are being replaced.</p> <p>b. <u>Oxidation Ditch Repairs</u></p> <p>The repairs being made to the District's oxidation ditch are exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because each activity will consist of the repair and maintenance of an existing public facility, the facility's oxidation ditch, and will not involve any expansion of use of the system beyond that existing at the time of the Board's determination.</p> <p>Second, each of these activities is exempt from CEQA review pursuant to State CEQA Guidelines section 15302 because the activity would involve the replacement of existing features of public facilities, will be located on the same site in the same location, and will serve the same purpose as the rotors that are being replaced.</p> <p>c. <u>Secondary Clarifier Repairs</u></p> <p>The repairs being made to the District's oxidation ditch are exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because each activity will consist of the repair and maintenance of an existing public facility, the facility's secondary clarifier, and will not involve any expansion of use of the system beyond that existing at the time of the Board's determination.</p> <p>Second, each of these activities is exempt from CEQA review pursuant to State CEQA Guidelines section 15302 because the activity would involve the replacement of existing features of public facilities, will be located on the same site in the same location, and will serve the same purpose as the rotors that are being replaced.</p>



	<p>d. <u>Sludge Holding Tank Repairs</u></p> <p>The repairs being made to the District's sludge holding tank are exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because each activity will consist of the repair and maintenance of an existing public facility, the facility's oxidation ditch, and will not involve any expansion of use of the system beyond that existing at the time of the Board's determination.</p> <p>Second, each of these activities is exempt from CEQA review pursuant to State CEQA Guidelines section 15302 because the activity would involve the replacement of existing features of public facilities, will be located on the same site in the same location, and will serve the same purpose as the rotors that are being replaced.</p>
9. Contact Person:	Geoff Poole, General Manager
Telephone:	(760) 767-5806

Date Received for Filing: \_\_\_\_\_

\_\_\_\_\_  
Signature (Lead Agency Representative)

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BORREGO WATER DISTRICT  
BOARD OF DIRECTORS MEETING – SEPTEMBER 19, 2017  
AGENDA BILL II.E

June 14, 2017

TO: Board of Directors, Borrego Water District  
FROM: Geoff Poole, General Manager  
SUBJECT: Notice of Exemption Water System Upgrades – G Poole

**RECOMMENDED ACTION:**

Approve Notice of Exemption

**ITEM EXPLANATION**

The planned Water System Improvements Wastewater Plant Improvements total \$1,112,498 and include replacement of Wilcox Diesel Motor and Indian Head, Rams Hill #2 and Country Club Reservoirs. All projects are replacement of assets past their useful life and not growth inducing.

**FISCAL IMPACT**

Total possible grant proceeds = \$1,122,498

**ATTACHMENTS**

1. Notice of Exemption

**NOTICE OF EXEMPTION**

<p>TO: County Clerk County of San Diego 1600 Pacific Highway, Suite 260 San Diego, CA 92101</p> <p>Office of Planning and Research 1400 Tenth Street, Room 222 Sacramento, CA 95814 Attn: State Clearinghouse</p>	<p>FROM: Borrego Water District 860 Palm Canyon Drive Borrego Springs, CA 92004 Phone: (760) 767-5806</p>
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1.	Project Title:	Emergency Water Pump Diesel Engine Upgrade and Tank Rehabilitation
2.	Project Location – Identify street address and cross streets or attach a map showing project site (preferably a USGS 15’ or 7 1/2’ topographical map identified by quadrangle name):	The project will be implemented within the District’s service area, which is within the unincorporated San Diego County community of Borrego Springs. Specifically, certain repairs and replacement of existing District facilities will take place at the District’s Wilcox Well, which is located at 3700 Borrego Springs Road.
3.	(a) Project Location – Cities:	The unincorporated community of Borrego Springs, CA
	(b) Project Location – Counties:	San Diego County
4.	Description of nature, purpose, and beneficiaries of Project:	The project that was approved by the District’s Board of Directors on September 19, 2017 includes the repair and replacement of four existing facilities at the Wilcox Well facility (“Proposed Approvals”). Specifically, the project involves: (1) replacing the District’s existing 80 horsepower diesel engine with a Tier 4 emissions compliant engine; (2) replacing two water tanks (“Twin Tanks”) with a single 440,000 tank, which will have the same storage capacity as the Twin Tanks; (3) replacing the Indian Head Tank at the Wilcox Well Site with a tank that will have the same capacity as the existing tank; and (4) repairing the Rams Hill # 2 Tank to eliminate internal corrosion (collectively, “Project”)
5.	Name of Public Agency approving project:	Borrego Water District
6.	Name of Person or Agency carrying out project:	Borrego Water District
7.	Exempt status: (check one)	
	(a) <input type="checkbox"/> Ministerial project.	
	(b) <input type="checkbox"/> Not a project.	
	(c) <input type="checkbox"/> Emergency Project.	
	(d) <input checked="" type="checkbox"/> Categorical Exemption. State type and class number:	State CEQA Guidelines sections 15301 [Repair and Maintenance of Existing Facilities]; 15302 [Replacement or Reconstruction of Existing Facilities]; 15303 [New Construction or Conversion of Small Structures]; 15304 [Minor Alterations to Land]; and 15311 [Construction of Accessory Structures].
	(e) <input type="checkbox"/> Declared Emergency.	
	(f) <input type="checkbox"/> Statutory Exemption.	

	State Code section number:
(g) <input checked="" type="checkbox"/> Other. Explanation:	State CEQA Guidelines, § 15061(b)(3)
8. Reason why project was exempt:	<p>First, the Project is exempt from CEQA review pursuant to State CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that approval of the Project has no potential for direct physical impacts to the environment. This is because the Proposed Approvals, individually and in the aggregate, amount to very minor, administrative approvals that will have little to no effect upon the environment. As a result, it can be seen with certainty that none of the Proposed Approvals have the potential to result in direct physical impacts on the environment.</p> <p>In addition, as to each of the Proposed Approvals:</p> <p>a. <u>Replacement of the 80 horsepower diesel engine</u></p> <p>The replacement of District’s diesel engine is exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because each activity will consist of the repair and maintenance of an existing public facility, the District’s Wilcox Well, and will not involve any expansion of use of the system beyond that existing at the time of the Board’s determination. The acquisition of a Tier 4 compliant engine is exempt from CEQA pursuant to State CEQA Guidelines section 15301 because it consists of the minor alteration to an existing public structure, the Wilcox Well site, and will involve negligible expansion in use of the site beyond that existing at the time of the Board’s determination.</p> <p>Second, each of these activities is exempt from CEQA review pursuant to State CEQA Guidelines section 15302 because the activity would involve the replacement of existing features of public facilities, will be located on the same site in the same location, and will serve the same purpose as the rotors that are being replaced.</p> <p>b. <u>Replacement of the Twin Tanks</u></p> <p>The replacement of the Twin Tanks is exempt from CEQA review pursuant to State CEQA Guidelines section 15302 because the activity will involve the replacement of an existing feature of a public facility, will be located on the same site in the same location, and will serve the same purpose as the effluent flow meter being replaced. The Twin Tanks will be replaced with a single 440,000 tank, which will have the same storage capacity as the existing facilities. In addition, the replacement of the Twin Tanks is exempt from CEQA review pursuant to State CEQA Guidelines section 15303 because this activity will consist of the construction of a very minor structure. State CEQA Guidelines section 15303 provides a nonexhaustive list of items that fall within this exemption, including single family dwellings, stores, motels, and other relatively large structures. (State CEQA Guidelines, § 15303(a)-(e).) Replacement of the Twin Tanks falls within the four corners of this exemption, and therefore no further CEQA review is necessary. Finally replacement of the Twin tanks is exempt from CEQA review pursuant to State CEQA Guidelines section 15311 because this activity would, at most, consist of the construction of a minor accessory structure to an existing public facility, the Wilcox Well</p>

	<p>Facility.</p> <p>c. <u>Replacement of the Indian Head Tank</u></p> <p>For the same reasons as discussed immediately above, the replacement of the Indian Head Tank is exempt from CEQA pursuant to State CEQA Guidelines sections 15302, 15303, and 15311. Like the replacement of the Twin Tanks, the Indian Head Tank will be replaced with a tank that has the same capacity as the existing District facility. As a result, this activity is exempt from further CEQA review.</p> <p>d. <u>Repairs to Rams Hill Tank # 2</u></p> <p>The minor repairs being proposed for the Rams Hill Tank # 2 are exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because this activity will consist of the repair and maintenance of an existing public facility, the Rams Hill Tank #2, and will not involve any expansion of use of the tank beyond that existing at the time of the Board's determination.</p>
9. Contact Person:	Geoff Poole, General Manager
Telephone:	(760) 767-5806

Date Received for Filing: \_\_\_\_\_

\_\_\_\_\_  
Signature (Lead Agency Representative)

(Clerk Stamp Here)

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BORREGO WATER DISTRICT

BOARD OF DIRECTORS MEETING – SEPTEMBER 19, 2017

AGENDA BILL II.F

June 14, 2017

TO: Board of Directors, Borrego Water District  
FROM: Geoff Poole, General Manager  
SUBJECT: Postage, Folding and Billing Equipment Purchase – G Poole

**RECOMMENDED ACTION:**

Receive report, discuss and direct staff accordingly

**ITEM EXPLANATION**

The existing equipment needed for water bill production is in need of replacement. Kim has prepared the attached memo on the topic.

**FISCAL IMPACT**

Equipment cost = \$46,302

**ATTACHMENTS**

Letter from Kim



# **BORREGO WATER DISTRICT**

September 19, 2017

MEMO TO: Board of Directors  
FROM: Kim Pitman, Administration Manager  
SUBJECT: Purchase/Lease of Folder/Inserter and Postage Machine

We are in need of a new Folder/Inserter and postage machine.

We purchased the folder/inserter for \$10,295 and postage machine for \$3,661 on June 2, 2006. We purchased them from San Diego Mailing Solutions, who have since gone out of business and we have not had anyone to service or help troubleshoot the machines for a couple of years. The folder/inserter is on it's last leg and Shiloh has been babying it along each month, with each month becoming harder and harder to pull off.

We received a proposal from a company called Neopost to replace both machines. We also have a quote for software to integrate the folder/inserter system with the Springbrook billing system and to also streamline the sorting/e-mail process. Right now, Shiloh has to physically send each individual e-mail to each individual person. This system would automatically pull all the e-mail bills and send them all at the same time. It would also sort duplicate bills and stuff them in one envelope....we also have to physically sort duplicates, triplicates and mail sent out of the country. This software would save a lot of wasted physical labor. This software alone is \$2,990, annual software maintenance is \$524.

The cost to lease this equipment, software and maintenance would be \$932.37 a month for 60 months, \$55,942.

The cost to purchase the folder/inserter is \$10,117, mail machine \$2,919, software \$13,816 total \$26,852. They are giving us a credit of (\$300) for a trade in on the old machine and (this price includes a local government discount of (\$7,818)). The annual maintenance for 5 years is \$19,450 which brings the grand purchase total to \$46,302. If we purchased vs. leased would could save \$9,640 over the 5 years.

Bottom line at this point, as we are in dire need of the folder/inserter, if nothing else.

It was suggested that we look into "outsourcing" the utility billing instead of purchasing needed equipment. BWD looked into this option year's back and came to the conclusion that it was not cost effective, we would lose the closeness we have with each account and it would not be a "positive support" solution for our customers, local customers especially.

BORREGO WATER DISTRICT

BOARD OF DIRECTORS MEETING – SEPTEMBER 19, 2017

AGENDA BILL III – INFORMATIONAL ITEMS

June 14, 2017

TO: Board of Directors, Borrego Water District

FROM: Geoff Poole, General Manager

SUBJECT: Informational Items – G Poole

- A. **Letter from Director Tatusko** regarding \$3,000 Library Contribution - J Tatusko: Director Tatusko prepared a letter to accompany the \$3,000 BWD contribution and he would like to share that information with the Board. **ATTACHED**
- B. **Ray Burnand Request to Fallow Farmland** – G Poole: BWD has been in contact with the County on a request from Ray Burnand to fallow 115 acres for the water credits. Aerial photos of the parcel in 2004 have been provided to the County and we are waiting their response.
- C. **BWD Financing Plan -Fieldman Rolapp and Assoc** -G Poole: Directors Brecht and Ehrlich have been working with Fieldman Rolapp on the development of a long range financing plan. Representatives will be present at the Sept 27 Board Meeting
- D. **Stand-by Fees for BSR and Santiago Estates** – Staff has been working with Jerry on locating any historical information on these issues. Only a few items were found from the CSD Board meetings and that information has been passed on to David Aladjem for his legal analysis.
- E. **Raftelis Affordability Study**: Raftelis will also be presenting an Affordability Study at the September 27<sup>th</sup> meeting.
- F. **Water Bond Update**: Funding the signature gathering process has begun and Staff will provide an update.
- G. **900 Tank Update**: Demo is complete and the tank pieces are being painted and coated currently. Assembly at the site should commence soon.
- H. **Borrego Waste Water Treatment Plan Discharge Permit Renewal** – G Poole: BWD has been operating its Plant under at 2007 Waste Discharge Permit that expires in 2017. BWD Staff has completed the initial Application and will begin the process of working with SWRCB on a new permit. Joe from JC Labs has been a big help in communicating with SWRCB staff and we are working together on the next steps. Staff will have a detailed report at a future meeting.
- I. **Dudek Sewer Odor Assessment Update** – G Poole: A draft report is expected by the end of August.
- J. **Dudek Wastewater Treatment Plant Tertiary Treatment Study Update** – G Poole: Draft report should arrive on or around September 22<sup>nd</sup>.
- K. **Rams Hill Flood Control Evaluation** – G Poole: All design documents were provided to Dudek for their review
- L. **BWD Office/Warehouse Solar** – G Poole: All approvals have been received and the system was turned on the morning of 9-14.



M. **New Website Update** - Staff has been working with BHS Student Greyson Levens on the BVGSP.ORG site as a replacement for BorregoWD.Org. The planned transition to the new site is October 1st. Once the site is transferred over, major sections, (calendars etc...) will be created and appear. Greyson will also train Esme and I on how to make changes/additions to the site once it is running.

*In a related but separate project, Staff is also talking to our Water Billing Software provider about adding the capability for customers to look at account and consumption info.*

N. **BWD Calendar of Events: ATTACHED**





# **BORREGO WATER DISTRICT**

Library Administration Office  
5560 Overland Ave., Suite 110  
San Diego, CA 92123  
Attn. Mr. Migell Acosta, Director

9/12/17

Dear Mr. Acosta

In recognition of the support of the San Diego County Board of Directors have given Community of Borrego Springs for our new public library and park, the Borrego Water District (BWD) will donate \$2,000.00 to the County library matching funds program.

The BWD Board recognizes the importance of the new library and park to our community and appreciates that the library will be a LEED building. We also appreciate the desert landscape of the library and park. We request the \$2,000.00 be used for water conservation new books and related materials, i.e. landscaping, irrigation, etc. Of course the County matching \$2,000.00 will be used as deemed appropriate.

In addition, BWD will donate another \$1,000.00 to the Borrego Springs Friends of the Library organization to be used for student education to coordinate with the design and build team in creating informational conservation signage.

Sincerely,

  
Joseph Tatusko

BWD Director – Secretary & Treasurer

Cc: Betsy Knaak, Borrego Springs Friends of the Library, President

## What is the Matching Funds Program?

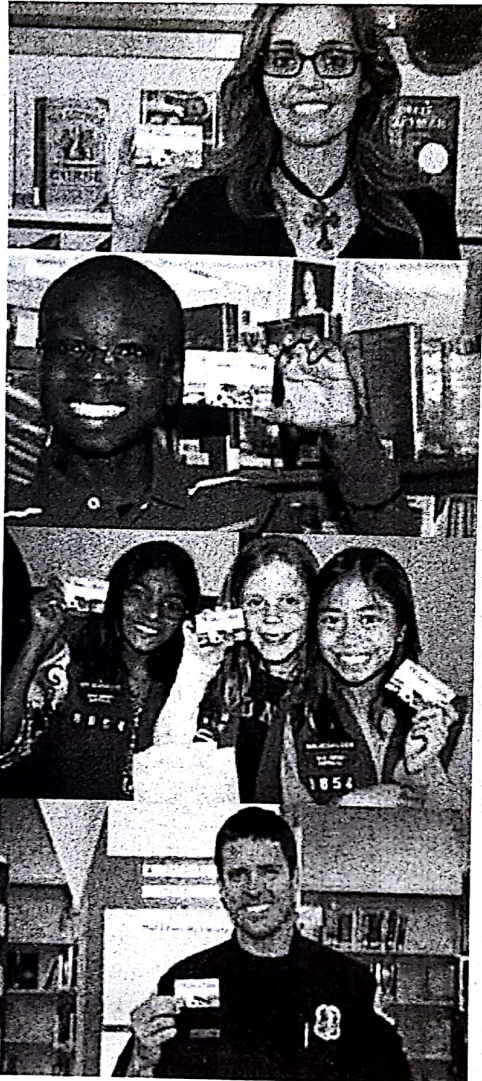
The San Diego County Board of Supervisors generously matches donations to the San Diego County Library from individuals, organizations, and businesses.

Your donations, whatever the amount, boost buying power for the library.

By having your donation matched dollar for dollar, your contribution goes even further in helping us build the Library of the Future.

## San Diego County Library By The Numbers

San Diego County Library has 33 branches and 2 bookmobiles that provide service to over 1 million residents. The library has over 750,000 cardholders who visit the library more than 5.8 million times each year, checking out over 12 million books, movies, and music CDs. The library also functions as a community living room where all ages are welcome to attend the 22,000+ free programs offered each year and take full advantage of library services.



## Make a Difference in Your Community - Donate Today!

### Donation Amount:

- \$50     \$100     \$250  
 \$500     Other \$ 2,000.00

Mr/Ms BORREGO WATER DISTRICT  
First and Last Name

Address: 806 PALM CANYON DRIVE

City/State/Zip: BORREGO SPRINGS CA 92004

Phone: (760) 767-5994

Email: JOE@BORREGO.WD.NET

### Send Acknowledgement to:

Name: JOE TATUSKO  
Address: 806 PALM CANYON DR  
BORREGO SPRINGS, CA  
92004

Make checks payable to "San Diego County Library" with the words "Matching Fund Program" on the memo line. Please bring your donation to any County Library branch or mail to:

San Diego County Library Matching Funds Program  
5560 Overland Avenue, Suite 110  
San Diego, CA 92123  
Phone: (858) 694-2415

**NEW LIBRARY - SEE ATTACHED LETTER**



**Friends of the Borrego Springs Library**  
**Amigos de la Biblioteca de Borrego Springs**

Meets every 3rd Friday, 4:00pm at the Library  
Successfully lobbied in 2007 for a \$114,000 grant to relocate the Library from 1800 sq ft space at The Mall to a 3700 sq ft space !!

PO Box 812  
Borrego Springs CA 92004-0812

**Memberships & Renewals to support the Library:**

- |  |   |
|--|---|
| <input type="checkbox"/> \$10 - Individual             | <input type="checkbox"/> \$200 - Lifetime Member                  |
| <input type="checkbox"/> \$25 - Family                 | <input type="checkbox"/> \$250 - Sponsor of the Library           |
| <input type="checkbox"/> \$100 - Patron of the Library | <input checked="" type="checkbox"/> \$1000 - Angel of the Library |

Name: BORREGO WATER DISTRICT c/o JOE TATUSKO  
Address: 800 PALM CANYON DRIVE  
City/State/Zip: BORREGO SPRINGS, CA 92004  
Phone: 760 767-5800  
Email: JOE@BORREGOWD.NET

Print this page & mail it with your check to:

**Friends of the Borrego Springs Library**  
PO Box 812  
Borrego Springs CA 92004-0812

a 501 (c)(3) non-profit organization

**NEW LIBRARY STUDENT  
PROJECT - SEE ATTACHED  
LETTER**





## **JANUARY**

- Design Agenda for 2017 Town Hall Meeting

## **FEBRUARY**

- **CLUB CIRCLE** - Option to renew lease by 2/28/2019
- **GREEN DESERT LANDSCAPING** - Discuss w/ Bob the option of continuing with contract 2/28/2017

## **MARCH**

- **P & I PAYMENT FOR ID4 COP'S** - 1st half of payments due
- **ANNUAL EAR REPORT (CDHS)** – Due 3/31 for previous year
- **BUDGET** – Pump Check
- **BVG GSP CONSULTANT SELECTION PROCESS AND GSP DEVELOPMENT SCHEDULE:**
  - 2017- CONSULTANT NOTICE TO PROCEED
  - 2017-2019 – GSP Development
- **TOWN HALL MEETING**

## **APRIL**

- **T2** – Raftelis spare capacity cost analysis
- **PITNEY BOWES** – 4/1 Send letter of cancellation if desired
- **CASGEM** – Submit CASGEM water level data
- **SURPLUS WATER ACTIVITY** – 4/1 Calculate Surplus Water Activity
- **BUDGET** – CIP meeting, draft budget document

## **MAY**

- **SURPLUS WATER ACTIVITY** – 5/1 Notify Rams Hill of Surplus availability
  - Rans Hill does not want any surplus water for 2017-18
- **LEAD TESTING IN BORREGO SCHOOLS**
- **BUDGET** – Final Budget document/ Rate resolution
- **BUSINESS PLAN** – FY Budget and New Rates Approved
- **BORREGO WATER ADVISORY COMMITTEE**
  - DATE: MAY 15, 2017*
  - TIME: 10AM*
  - WHERE: BORREGO WATER DISTRICT*
  - BWD/County approval of Nominations
  - Prepare By-Laws and Orientation

## **JUNE**

- **GREEN DESERT LANDSCAPE** – Agreement expires 6/30/2017
- **GSP ADVISORY COMMITTEE**
  - DATE: JUNE 29, 2017*
  - TIME: 10AM*
  - WHERE: BORREGO WATER DISTRICT*



- **SANTIAGO ESTATE** – Occupancy Report Due
- **INVESTMENT POLICY** – Investments policies restated
- **SPECIAL ASSESMENTS / TAX BILL RESOLUTIONS TAUSSIG:**  
Special Assessments resolutions due

## **JULY**

- **T2 BORREGO** – 7/1/17 Establish water budget
- **COMPASS BANK** – 1<sup>st</sup> Payment due September 1<sup>st</sup>
- **GREEN DESERT LANDSCAPE** – Cost of water adjustment each July 1<sup>st</sup> with Cameron
- **XEROX** – Lease contract expires 7/2020
- **PITNEY BOWES POSTAGE MACHINE** – Lease expires 7/2017
- **CCR** – CCR to be distributed July 1<sup>st</sup>
- **BUSINESS PLAN** – New Rates go in to effect

## **AUGUST**

- **RAMONA DISPOSAL**  
CLUB CIRCLE - Contact RDS RE: Contract Renewal  
BWD Dumpsters – Contact RDS RE: Contract Renewal
- **AUDIT** – Begin Audit

## **SEPTEMBER**

- **P & I PAYMENT FOR ID4 COP'S** - 2nd half of payments due
- **CHECK FALLOWED PROPERTY FOR WATER USAGE** – Annual fallow property check
- **AUDIT** – Review Audit draft report

## **OCTOBER**

- **COMPASS BANK** - Payment due December 1<sup>st</sup>
- **CCR** – Mail CCR Certification Form
- **CAMERON BORS. WATER USAGE REPORT (GOLF COURSE) TO COUNTY**  
Send to County DPLU by 10/31

## **NOVEMBER**

- **CASGEM** – Submit CASGEM water level data
- **REPORT CONSERVATION LEVELS TO STATE** – Report Due

## **DECEMBER**

- **T2 BORREGO**  
12/31/18 lease expires  
Send invoice for Spare Capacity