

MINUTES
BORREGO SPRINGS INTERIM WATERMASTER SPECIAL BOARD MEETING
Conducted Virtually via GoToMeeting
Thursday, August 27, 2020, 4:30 pm

I. Opening Procedures

- A. Samantha Adams (Executive Director) called meeting to order at 4:31 p.m.
- B. Geoff Poole (BWD) led the meeting participants in the Pledge of Allegiance.
- C. Ms. Adams called roll and confirmed that all members of the Board were present. The following individuals were present at the meeting:

Directors Present	Dave Duncan – Borrego Water District
	Mike Seley – Agricultural Sector
	Jim Bennett – County of San Diego
	Shannon Smith – Recreational Sector
	Martha Deichler (Alternate) – Community Rep.
Watermaster Staff Present	James M. Markman , Watermaster Legal Counsel
	Samantha Adams , Watermaster Executive Director (WEI)
	Kristan Culbert – Staff Scientist, WEI
Others Present	Tammy Baker
	Leanne Crow, County of San Diego
	Kathy Dice, BWD and Borrego Valley Stewardship Council
	Trey Driscoll, DUDEK
	Rebecca Falk
	Diane Hidoski
	Cathy Milkey, Rams Hill
	Rich Pinel, Roadrunner Club and Springs RV and Golf Resort
	Geoff Poole, General Manager BWD
	Michele Staples, Jackson Tidus

- D. Approval of Agenda.

Motion: Motioned by Director Deichler, seconded by Director Smith to approve the Agenda as included in the meeting package. *Motion carried unanimously (5-0-0).*

II. Public Correspondence

- A. Public Comments. Ms. Adams called for public comments.
 - i. Rebecca Falk inquired if the agenda packages would continue to be distributed via email. Ms. Adams stated that the agenda and package had been sent via email to the list of interested parties provided by BWD and that she would follow up with Ms. Falk to ensure that she has her correct address for future Watermaster notifications.
- B. Correspondence Received: None.

III. Consent Calendar

The Consent Calendar for the August 27, 2020 meeting included:

- A. Approval of Minutes for Special meetings on June 11, 2020, June 25, 2020, July 16, 2020, and July 30, 2020.

Director Bennett requested the following change to the minutes from July 30, 2020 under Item F as follows:

“Director Bennett explained that the County has a ~~public comment~~ **protest period** ~~when it selects consultants~~ **after a contractor is selected in which**, during which the public and other contractors **who proposed for the work** may protest.”

Director Deichler inquired if Board alternates are permitted to approve meeting minutes. James Markman (Legal Counsel) stated that alternates are can approve meeting minutes if they were present at the meeting.

Motion: Motioned by Director Deichler, seconded by Director Bennett to approve the Consent Calendar as included in the meeting package with the edits presented by Director Bennett. *Motion carried unanimously (5-0-0).*

IV. Items for Board Consideration and Possible Action

- A. *Schedule of Special Board Meetings through October 1, 2020.* Ms. Adams recommended the Watermaster hold two Special Board meetings in September: September 10th and 24th at 4:30 pm via GoTo meetings.

Motion: Motioned by Director Smith, seconded by Director Deichler to approve schedule of Special Board Meetings through October 1, 2020. *Motion carried unanimously (5-0-0).*

- B. *Procedure for Approving Consultant Invoices.* Ms. Adams presented the memo included in the Board Package and recommended the Board adopt the documented approach to approving consultant invoices. A discussion followed, and resulted in the following changes to the process defined by Ms. Adams:

- There is no need for legal counsel to be involved in the review of the WEI invoices.
- The consultant invoices, following approval by the appointed Director(s), will be included in the Consent Calendar of the next Board meeting for approval.
- The process will also be followed for review and approval of the legal counsel invoices.

Motion: Motioned by Director Duncan, seconded by Director Smith to appoint Directors Bennett and Seley to review and approve consultant invoices per the modified process. *Motion carried unanimously (5-0-0).*

- C. *Watermaster Administrative Actions.* Mr. Markman presented his recommendations for consideration and placement as resolution on next meeting’s agenda, as described in the meeting package. Mr. Markman informed the Board that the Watermaster Rules & Regulations contemplates that the Secretary and Treasurer are additional non-voting members of the Board. Director Deichler inquired if these are paid positions and Mr. Markman stated they could be.

Motion: Motioned by Director Duncan, seconded by Director Deichler to direct staff and counsel to include a series of recommended administrative actions to be considered at the next Watermaster Board meeting. *Motion carried unanimously (5-0-0).*

D. *Meter Verification.* Ms. Adams presented the information in the meeting package and recommended the approval of Resolution No. 20-03. A discussion followed:

- Rich Pinel suggested combining installation for multiple pumpers to reduce trips by and competition for the vendors.
- Director Bennett suggested that the pumpers may be able to negotiate a better price as a group.
- Director Seley requested Watermaster support in coordinating the vendor services for the pumpers to achieve efficiencies.
- The required information for meter verification should be amended to include GPS coordinates of the well.

Motion: Motioned by Director Smith, seconded by Director Bennett to approve Resolution No. 20-03 of the Interim Borrego Springs Watermaster Establishing Criteria for Verification of Meter Calibration, Installation, and Accuracy. *Motion carried unanimously (5-0-0).*

E. *Initial Meter Reads for WY 2021.* Ms. Adams presented the information in the meeting package and recommended that the Board direct staff and counsel to (1) work with BWD to develop an agreement to perform the initial meter reads and (2) execute Right of Entry permits with pumpers. A discussion followed:

- Director Bennett suggested that Watermaster needs an approach to encourage pumpers to sign Entry Permits.
- Director Deichler recommended that existing relationships in the community could be used to help gain support and encourage timely compliance.
- Mr. Markman pointed out that a letter from legal counsel should be a last approach.
- Mr. Pinel recommended that pumpers should provide Watermaster and BWD with special instructions for property access (e.g. keys to locked areas, etc.).
- Director Seley reminded the Board that advance notice is required to access pumpers' properties via the Entry Permit and pumpers could provide the information recommended by Mr. Pinel as part of the Entry Permit process.
- Ms. Staples noted for clarification that BWD would be responsible for meter reads only, not verification information.

Motion: Motioned by Director Deichler, seconded by Director Smith to direct staff and counsel to develop a contract with BWD for the initial meter read and work with the pumpers to execute the Right of Entry Permits. *Motion carried unanimously (5-0-0).*

F. *Request for Letter of Support for the Borrego Valley Stewardship Council Grant Application.* Director Deichler and Kathy Dice (BWD), representatives of the Borrego Valley Stewardship Council (BVSC), solicited a letter of support from the Borrego Springs Watermaster Board of Directors for its application for grant funds from the California Department of Conservation Sustainable Groundwater Management Watershed Coordinator Grant Program. A discussion followed:

- Director Smith acknowledged that, while a worthy cause, it is outside of the mission of the Borrego Springs Watermaster.

- Director Bennett noted that he would be required to abstain from this vote due to a conflict of interest with his role at the County
- Director Seley mentioned that he would have to verify if his support would be a conflict of interest given that he is involved with another group who has applied for grant funding through the same program.
- Ms. Dice pointed out that the grant application is due next week, which would limit the amount of informational materials that the BVSC could immediately provide to the Board in advance of the grant deadline.
- Given the insufficient time to provide follow-up information, the item was tabled.

V. Reports and Updates

- A. Legal Counsel Report - *none*.
- B. Executive Director Report - *none*

VI. Board Member Comments. Director Smith requested an introduction to HydroDAVE (the WEI database) and its capabilities in an upcoming Board meeting.

VII. Upcoming Borrego Springs Watermaster Board Meetings. Per approval of Agenda Item IV.A, the next Special Board meetings of the Watermaster Board are: Thursday, September 10, 2020 and Thursday, September 24, 2020, both at 4:30 pm.

Ms. Adams informed the Board that the September 10, 2020 Board Meeting will include updates on meter verification/reading and Watermaster administrative matters, and that the September 24, 2020 Board Meeting will include updates on meter verification progress and introduction to HydroDAVE.

VIII. Adjournment. Ms. Adams adjourned the Board meeting at 5:52 p.m.

Kristan Culbert

Recorded by: Kristan Culbert
Wildermuth Environmental, Inc.



Attest: Shannon Smith, Board Secretary