

RESOLUTION NO 20-05 OF THE  
BOARD OF DIRECTORS OF THE INTERIM BORREGO SPRINGS WATERMASTER ESTABLISHING METER READ  
PROTOCOLS AND REQUIRED DOCUMENTATION

WHEREAS, the Settlement Agreement, Stipulated Judgment and Rules & Regulations of the Interim Borrego Springs Watermaster (“Watermaster”) require pumpers with Baseline Pumping Allocations to install Watermaster approved meters.

WHEREAS, the Stipulated Judgment requires that any Party holding BPA may elect to install and maintain, at its own expense, manual read meters approved by Watermaster on condition that: (i) the Watermaster physically read the meters on the schedule determined by the Watermaster and the Party pay all costs associated with the Watermaster’s reading, accounting and reporting related to such meters; and (ii) the Party has executed an Entry Agreement as specified in Exhibit “8” for the purpose of allowing Watermaster access to the Party’s well.

WHEREAS, the Watermaster adopted Resolution No. 20-02 establishing a list of approved meters on March 30, 2020.

WHEREAS, the Rules & Regulations require that the Watermaster Technical Consultant shall propose, and the Watermaster Board shall adopt and maintain, rules and regulations regarding metering and data collection consistent with the provisions of the Judgment.

WHEREAS, the purpose of reading meters is to collect and document the information needed to calculate total groundwater pumping for the water year (or any other time period of interest) at each active pumping well of the BPA Parties.

WHEREAS, the first meter reading will be collected by October 1, 2020 and meter read protocols and required documentation must be established prior to the first meter read event.

NOW, THEREFORE, be it resolved by the Board of Directors of the Interim Borrego Springs Watermaster, that the attached Exhibit 1 serve as the meter read protocols and required documentation.

**PASSED AND ADOPTED** at a special meeting of the Board of Directors of the Interim Borrego Springs Watermaster held on the 10th day of September 2020, by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**

\_\_\_\_\_  
Chairperson  
Board of Directors

\_\_\_\_\_  
Secretary  
ATTEST

**Exhibit 1**  
**Meter Read Protocols and Required Documentation**

The purpose of reading meters is to collect and document the information needed to calculate total groundwater pumping for the water year (or any other time period of interest) at each active pumping well of the BPA Parties. It is critical that the meters are read accurately and that the meter read is properly documented.

To ensure accuracy of the meter read, the following protocol must be followed by the meter reader at each well:

- Make a hand written note, or key punch into excel file using a tablet or device, of:
  - BPA Party name
  - Well address
  - The last four digits of the meter serial number (SN)
  - Date and time of meter read
  - The meter read
  - The meter read units
  - Any challenges with reading the meter (e.g. face broken/cracked, no access, etc.)
- Take a time-stamped photograph of:
  - The meter make, model, and serial number
  - The well meter face that clearly shows the meter read and units of measure
- During the first meter read event, record the GPS coordinates of the well location to cross reference with the GPS coordinate data provided by the well owner.

At the completion of the meter reading event:

- Name each photograph with the following file name:
  - Last 4 digits of SN\_Date\_MeterInfo (e.g. 9999\_20200930\_MeterInfo)
  - Last 4 digits of SN\_Date\_MeterRead (e.g. 9999\_20200930\_MeterRead)
- Scan and save any hand written notes with the following file name:
  - Date\_MeterReadNotes (e.g. 20200930\_MeterReadNotes)
- Send photographs and scan of hand written notes (or excel file of notes) to Watermaster Staff

Attachment A1 is the form that should be used for the handwritten or electronic field notes. It will be provided to the meter reader by Watermaster as an Excel file and a PDF file. After the first meter reading event, the form can be updated to pre-populate the well owner and serial number information.

**Borrego Springs Watermaster  
Meter Read Field Data Form**

<b>Well #</b>	<b>BPA Party Name</b>	<b>Well Address</b>	<b>Meter SN - Last 4 Digits</b>	<b>Read Date (M/D/Y)</b>	<b>Read Time (AM/PM)</b>	<b>Meter Read</b>	<b>Meter Read Units</b>	<b>Challenges With Reading Meter?</b>
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								