



Agenda

DATE 3/11/13 TIME 9:30am

SERVED BY Laurie Trevizo

RECEIVED BY [Signature]

AMENDED ITEM #5

**SANTA FE WATER CONSERVATION COMMITTEE MEETING
CITY HALL - 200 LINCOLN AVE.
CITY COUNCILORS' CONFERENCE ROOM
TUESDAY, MARCH 12, 2013
4:00 PM TO 6:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES FEBRUARY 12, 2013 WATER CONSERVATION COMMITTEE MEETING

DISCUSSION ITEMS:

5. VOLUNTARY RESTRICTIONS IN WATER CONSUMPTION DURING DROUGHT (Stephen Wiman)
(10 minutes)

INFORMATIONAL ITEMS:

6. GROUP REPORTS FROM WATER CONSERVATION COMMITTEE INITIATIVES INCLUDING IDENTIFYING OBJECTIVES, GOALS AND PRIORITIZATION OF INITIATIVES (Councilor Ives) (60 minutes)

MATTERS FROM STAFF:

7. DROUGHT, MONSOON AND WATER RESOURCE MANAGEMENT UPDATE (RICK CARPENTER)
(5 minutes)
8. WATER CONSERVATION PROGRAM FACT SHEET (Laurie Trevizo) (5 minutes)
9. INFORMATIONAL UPDATE ON WATER CONSERVATION OFFICE UPCOMING SPRING 2013 EVENTS (Laurie Trevizo) (5 minutes)
10. UPDATE ON DEMAND ELASTICITY STUDY (Laurie Trevizo) (5 minutes)

MATTERS FROM COMMITTEE:

11. WATER CONSERVATION COMMITTEE DISCUSSION REGARDING AUTOMATIC METER READING DEVICES (Councilor Ives) (10 minutes)
12. WATER CONSERVATION COMMITTEE RULES AND PROCEDURES DISCUSSION (Councilor Ives)
(20 minutes)

ITEMS FOR NEXT AGENDA – TUESDAY, APRIL 9, 2013:

ADJOURN.

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

**MINUTES OF THE
CITY OF SANTA FE
WATER CONSERVATION COMMITTEE
Tuesday, February 12, 2013
4:00 p.m. to 6:00 p.m.**

1. CALL TO ORDER.

A meeting of the Water Conservation Committee was called to order by Councilor Peter N. Ives, Chair, at approximately 4:00 p.m., on February 12, 2013, in the City Councilor's Conference Room, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

2. ROLL CALL

Roll call indicated the presence of a quorum as follows:

MEMBERS PRESENT

Councilor Peter N. Ives, Chair
Melissa McDonald, Vice-Chair
Tim Michael
Grace Perez – Telephonically
Giselle Piburn
Doug Pushard
Lisa Randall
Karyn Schmitt
Stephen K. Wiman
[Vacancy]

MEMBERS ABSENT

Lise Knouse

OTHERS ATTENDING

Laurie Trevizo, Water Conservation Officer
Caryn Grosse, Water Conservation Specialist
Melessia Helberg, Stenographer

There was a quorum of the membership in attendance.

3. APPROVAL OF AGENDA

Mr. Pushard said he would like to talk about the meeting format under Item #11, New Business.

Mr. Michael said Item #10 looks to be two items, one is committee initiatives and the other committee duties and responsibilities, and requested to move the duties and responsibilities to become a new #5 as the first informational item and renumber accordingly.

Ms. Trevizo agreed, saying it would need to go under Informational Items which are purely for information and not a voting item.

Mr. Michael said #7 is a voting item.

Ms. Trevizo said no, because #7 has been approved by the City Council, and it is an information item. She said Katherine Mortimer wanted to discuss implementation strategies with regards to this Resolution.

MOTION: Doug Pushard moved, seconded by Giselle Piburn, to approve the agenda as amended.

VOTE: The motion was approved unanimously on a voice vote.

4. APPROVAL OF THE MINUTES: DECEMBER 11, 2012, WATER CONSERVATION COMMITTEE MEETING

MOTION: Doug Pushard moved, seconded by Lisa Randall, to approve the minutes of the meeting of December 11, 2012, as presented.

DISCUSSION: Mr. Michael noted the last page of the minutes has a place for signatures, and asked if the minutes are signed after they are approved by this Committee.

Ms. Helberg explained that she is required to sign the minutes when she submits them to the City Clerk, and then the Chair signs after the Committee approves the minutes. She said she sometimes will send an electronic copy to the Committee, but the hard copy submitted to the Clerk is always signed at the time of submission, followed by a signature of the Chair after the minutes are approved..

VOTE: The motion was approved unanimously on a voice vote.

DISCUSSION ITEMS:

There were no Discussion Items.

INFORMATIONAL ITEMS:

5. WATER CONSERVATION COMMITTEE DUTIES AND RESPONSIBILITIES

Chair Ives said this is his call to action on behalf of the Committee in terms of timely attendance. He said at times it has been difficult to get a quorum and he would ask people to attend the meetings if they want to serve on the Committee. He apologized that we have missed meetings occasionally because of City holidays, and one in his absence. He said members who can't attend should let Laurie and/or him know they will be absent, or if they need to participate by telephone.

Grace Perez apologized for not attending the last meeting, saying she forgot and didn't arrange to participate telephonically.

Chair Ives said the meeting she missed was one where there was some shuffling of timeframes.

Chair Ives said if he isn't going to be in attendance, then the Vice-Chair will assume the duties of the Chair.

Mr. Pushard asked what happens if both the Chair and Vice-Chair can't be here, commenting he believes we should go forward with the meeting, and asked who would chair in those circumstances.

Chair Ives said the members present would designate someone to preside, commenting he will clarify if this is the correct procedure in that situation.

Ms. McDonald said if she couldn't attend and the Chair was out of town, she would call Ms. Trevizo and then the members in attendance would choose someone to preside.

Ms. Trevizo said the Committee also might recommend that the most senior member of the Committee be designated to Chair the meeting.

Mr. Wiman said he was disappointed that there was no meeting in January, and he applauds efforts to have meetings every month once we set aside a day, because we have a lot of things to talk about. He said, in his opinion, we aren't keeping up with the work. He hopes we can go forward and not miss meetings.

Mr. Pushard said in the past we have discussed that 3 unexcused absences would be a reason for a removal. He asked if this is a City policy.

Chair Ives said he believes it is in the City rules governing committees.

Ms. Trevizo pointed out it is 3 consecutive unexcused absences.

Mr. Pushard said he hasn't seen that in writing, and Chair Ives said he can provide a copy of the rules to him after the meeting.

6. MILESTONE AND ACCOMPLISHMENT STATUS OF WATER CONSERVATION MARKETING OUTREACH PLAN. (LAURIE TREVIZO)

Mr. Pushard complimented Ms. Trevizo on her report. He said last year we had some fairly contentious meetings about what we were doing from an outreach standpoint, as well as the Committee not being able to get the information. He said she has provided the information and he hopes everybody had a chance to read it. He suggested that we would now open this item for questions for Laurie, rather than her having to go through the report page by page.

Chair Ives said perhaps Ms. Trevizo could provide a general overview.

Ms. Trevizo reviewed *City of Santa Fe Water Conservation Public Outreach Status 2012*, which is in the Committee packets. Please see this document for specifics of this presentation.

The Committee commented and asked questions as follows:

- Chair Ives said in terms of designing the website it says, “Anticipated roll-out first quarter 2013.” He said he presumes that’s a calendar quarter, not a fiscal year quarter, so that’s sometime between now and the end of March 2013.”

Ms. Trevizo said this is correct.

- Chair Ives said he too would like to compliment people for reporting back on the good work being done, commenting it adds confidence to the report to know that the various items are being done and word is getting to the public in a multitude of formats which is very positive. This will help as we move into potentially drier times and are looking for greater impact on the citizenry to deliver messages.

Ms. Trevizo said none of this was in place this time last year, or was even conceived.

- Mr. Pushard said we had a couple of contentious meetings where we were asking for something, and again thanked Ms. Trevizo for her hard work.
- Chair Ives noted the words “total impression,” and said impressions is a term that doesn’t hold great content for his mind in the context of marketing. He asked Ms. Trevizo what this means.

Ms. Trevizo said it is marketing term, and it is a way to quantify something that can’t be quantified. She said, “Your impressions are the number of times you might see a commercial. The number of times you might see our logo. The number of times you might be driving down the road and you see our logo and picture on the back of the bus. How that’s generated is based on the publication. You have sort of an idea of what their readership is, how many papers they deliver, and those kinds of things. So whether or not you actually read it is one thing, but they have numbers centered around the distribution of their material.”

- Mr. Pushard said it's a metric that you would compare to another metric of the same thing. That's the only thing it really is in relationship to...
- Chair Ives said we always talk about the number of hits to the website which is an easily tracked number which provides something really concrete.
- Mr. Pushard said hits as well as the time spent at the website.
- Chair Ives said this seems to be more estimating "the number of times I saw the back of the bus with the poster on it." He said it is a little less firm in that sense, but certainly good numbers. He asked if that corresponds to the various messages which are going out during those time periods.

Ms. Trevizo said, "Right. So we put out some of the print materials you see in the attachment, the Thank you Santa Fe. For example, we have the Fix a Leak campaign that was associated with the bad flapper. She said for that campaign, they did put out some of the print materials associated with that. She said it was quantified based on the number of posters that were distributed, the number of people that walked by those posters and the circulation of the papers where they put out that information.

- Mr. Pushard said he just realized that the calendar is not on the list.

Ms. Trevizo said it might be under student education and outreach, the Childrens Poster Contest.

- Mr. Pushard said the calendar is done, and it is a good calendar which he sometimes hands out. He said, "There's some more impressions for you. "

Ms. Trevizo said they typically call it the Poster Contest, because from the poster contest they generate the calendar and bus back. They don't separate them out. She said they gave a status on the calendar under student education – calendar will arrive in January 2013, which it did. She said it is lasting monthly impressions, because you are changing the calendar once a month, so you're getting that information once a month. She said they give out 4,000 of the calendars.

- Ms. Perez said on the first page under Billing Data to Incentivize Customers, it says Water Use Comparison data, and she didn't know to what she was referring.

Ms. Trevizo said they are working with a contractor, noting it is in a pending mode, who has prepared the rebate data base in the past, and he has some new software he is working on. The new software is a customer service module. And you would put in your account number, create your own user name and password, and you could put in your zip code and see the consumptive water use in your neighborhood. She said we are in very very early talks with him. She said we would be one of his first clients, but she wants him to have another client before we are the guinea pig. She is waiting to hear if one of his other clients is going to pick that up.

- Ms. Perez said on page 2 of the power point presentation, it says “completed,” and she is wondering if we had received copies of that.

Ms. Trevizo said that is the power point presentation that the Committee created.

- Chair Ives asked if there is any way we could engage in any type of survey, for two primary reasons. He said, “I suppose 3 reasons. One, that they’re seeing it, second is feedback on the form and content of those, and three, it is important to do an assessment occasionally of where people stand on water issues. He believes it would be interesting to do this as a complement to the marketing effort just to get feedback and see where the public stands on those issues, as opposed to us sitting around the table.
- Chair Ives said there have been a host of articles in the newspaper about water supply issues and the drought and the snowpack, noting we will get an update on some of those issues from Rick Carpenter later in the meeting.

Ms. Trevizo said we are participating in two third-party surveys, the first with Jim Frier who visited us in December. Mr. Frier’s group did an actual phone survey of the customers and some of the questions were asked about how they get their information, what do they think of the information, is it useful and so forth. They are still compiling some of data which will be useful information for us, noting the campaign has been tweaked slightly because of the preliminary data. She said the second study is the Residential End Use Water Study which was a mail-in survey in which the City participated 10 years ago and again recently. She said there many of the same questions, with more detail on different topics. She would like to wait until we get complete information back from these particular studies, and then we can have another assessment of what to do.

Ms. Trevizo said these [surveys] have been out less than a year, and we need to give this the necessary time and evaluate when it is appropriate to do these kinds of surveys in the future.

- Chair Ives recalled Mr. Frier said his report was anticipated in March.
- Ms. Trevizo believes that is correct. She said she has a flurry of emails from him in her in-box where she is copied between him and IT department. She hasn’t read all of them, and she doesn’t know the exact status. However, it seems they are working diligently to complete the data collection.
- Mr. Wiman asked if Hutton Broadcasting contributes advertising or does the City pay them.

Ms. Trevizo said the City pays. She said Hutton develops the ads for us and gives us a break on the rate. She said she negotiates quite a bit on the rates, and some of the rates have been negotiated down “very very very very very” much. She said Hutton is in that same category. She said the City has created a package where we are advertising on their website and advertising in select time frames on all of their 5 stations. We also have a business card footer on Santa Fe.com.

- Mr. Wiman said he would go for more emphasis on KUNM and KSFR which do make free PSA's, and, in his demographic, they have wide audiences. He doesn't know about Hutton, but he does know it is very involved in community activities.

Ms. Trevizo said, "We look at that. We look at the listening audience, we look at the range of the radio station and whether or not it is going to reach us. It goes back to that television thing where people are getting some of Albuquerque's information here in Santa Fe, and there is a little bit of a confusion between what is going on. So we wanted to keep it extremely local and we felt that the Hutton folks could do that for us."

- Mr. Pushard commended Ms. Trevizo for the water conservation information in the business license mailing. He said this is another one we discussed for quite a while.

Ms. Trevizo said a copy of the letter isn't in the packet, but it is listed on page 5 under Commercial Outreach, noting more than 5,000 letters were sent out.

Ms. Trevizo introduced Caryn Grosse, the Water Conservation Specialist, who started as the Enforcement Officer and has worked her way up to this position. She said Ms. Grosse has been taking all the calls regarding the signage in the town, noting there has been good response from the community about signage for the rest rooms.

Ms. Grosse said as of this morning, she had received 98 requests for signage.

Ms. Trevizo said they worked with the business license office, noting they wouldn't let them print it in color.

- Mr. Pushard thanked her for her work.

Ms. Trevizo said we now have a form letter, and we will work with them in the future, and it will be one of those standard things you'll see every year in the business license mailing.

7. IMPLEMENTATION STRATEGIES OF THE REPORT CLIMATE CHANGE AND THE SANTA FE WATERSHED

Mr. Pushard asked Ms. Borchert if she is seeking input or anything specifically from this Committee, or if this is purely informational.

Ms. Borchert said she would like input, noting input from this Committee is always welcome.

Chair Ives said previously, Ms. Borchert had asked for comments on the report with a deadline.

Ms. Borchert said she hopes to finish that report by next week to go through the Committee process in March.

Ms. Borchert said, "I believe my assignment this time around was to focus strictly on the next steps and I would be happy to get your input on whether the next steps that I was considering pursuing are the same ones that you would encourage me to pursue. And I apologize for not having anything in your packet."

Chair Ives said we have the same information in the packet as the last time.

Ms. Borchert asked if it included the Memo to the PUC, and Ms. Trevizo said no, just the Executive Summary.

Ms. Borchert said the next things is to create a public piece on the assessment and executive summary, noting Ms. Trevizo had mentioned her work with Lynn Komer in the previous piece. She said Ms. Komer will take the executive summary and put it in a digestible format for the public. She said it will be a bill insert. Ms. Borchert said she has been asked to write an article on the insert that Laurie prepared for the newspaper.

Ms. Trevizo said a few years ago there was a separate pull-out piece of the newspaper which was strictly on Buckman issues. She is working on a separate pull-out piece for water conservation issues, and when to water, and such. She said Ms. Borchert will be adding some of her climate change work into that.

Ms. Borchert said that is part of getting the message out on this report to the people. They also want to be sure all workshop attendees get a notice the report is final and is there. She said this is a two-part project, and the second part is the actual redo of the Long Range Water Supply Plan. She is still working on the scope with CDM Smith who helped to build the water map models the first time around. They have been going back and forth about how much to do, relative to the current long range water supply plan, but she believes it will be a redo. It will be the 2050's, with the 3 climate change scenarios – not as dry, not as warm. They are expanding to include the County and our basin as a whole, so it really is different than our current Long Range Water Supply Plan. It will look at the expected gap between water supply and demand, and the different options to fill that gap. It looks at one sliver of time in the future 30 years out and so that is part two of the assessment which will occupy a lot of her time for the next year.

Ms. Borchert still plans on having the brown bag lunch discussions. She would still like to pursue the idea of a Climate Change Impact Report to accompany all City actions, such as an FIR which is required for ordinances and resolutions. She said it could be helpful to bring climate change front and center in any action.

Chair Ives said he would be happy to work with her to prepare a Resolution.

Chair Ives said the Department of Interior just came out with its two-year study of the supply and demand on the Colorado River, and they had 4 supply scenarios and 6 demand scenarios that they were considering. He asked Ms. Borchert if she is modeling her plans after what they were trying to do there in terms of supply side, and asked if she then will do demand side variables as well.

Ms. Borchert said doesn't know what they've done, noting supply side on our side is pretty straight-forward. She said on the demand side the only part we're going to be looking at is to develop some algorithms that translate if it's really hotter and dryer, what do we know about how that affects demand – if it's not as hot, not as dry, how will it affect demand. And if it's in the middle, how that will affect demand. She said these will be simple algorithms because of the limited budget and this piece has been shrunk because they felt they needed more money in other parts of the contract. However, they will try to address, to some extent, how demand changes under the 3 scenarios we're looking at.

Chair Ives believes it would be useful to overlay it on 2-3 growth scenarios in terms of population, construction, businesses. There is some intersection where a finite water supply or diminishing supply crosses the demand, based on projected growth, and these are scenarios we should start to look at and consider in terms of 30 years out. He would encourage that to the greatest extent possible. He said if more resources are needed to accomplish that, he would "happily be an advocate for getting you what you need, so that as a City and a populace we can think about the toughest of issues which is when you say no."

Mr. Pushard several people have asked him if there is a way they can volunteer and help on the climate change efforts. He said as Ms. Borchert moves forward, she can let him know if there are areas where she could use volunteer help, commenting he knows a couple of people who would be willing to contribute time.

Responding to a question from Ms. McDonald, Ms. Borchert said CDM Smith is the company helping to develop the dynamic system simulation mode.

Mr. Michael asked if she is anticipating a large amount of growth over next 30 years.

Ms. Borchert said in the current Plan, growth is projected through 2045. She said in the global models there are only 3 decades from which to choose – 2020, 2050 or 2090. She said they felt 2020 was too close and 2090 was too far out, so they chose to use 2050. She said the current demand scenarios were developed in 2003, before the economic downturn in 2008-2009.

Ms. Borchert said, "The way we look at demand is it doesn't really matter whether you're right or not in terms of, that the population would be 140,000 by the end of 2045. It doesn't matter whether you hit that target in 2045, what matters is that in some point you will hit that, whether in 2030 or 2050. At some point you will hit that and what will the Plan picture look at in that moment in time, knowing that the demand number will shift, depending on what happens between now and then. We're not expecting to be right, as to when we hit that population."

Ms. Borchert continued, "And Councilor Ives, to talk about the frame you're talking about, this Committee well knows that we have to think of demand in a range of uncertainty, too, because if we hit the demand target that this Committee wants to hit, we are basically reducing our GPCD by about one every couple of years, whatever it is. While our production remains flat, then the whole question of future demand is immaterial, because the water supplies we have today should be enough, with some adjustments for climate change, to meet our water supply needs 50 years out, 30 years out, if we continue

to need just that much water for the growing population. So that's one end of the scenario."

Ms. Borchert continued, "The other end of the scenario is that we don't hit any of our conservation targets and we continue to have 100 GPCD indefinitely into the future, in which case, you will need more water supply to make up the gap. So we've got a range of ways of dealing with demand."

Mr. Pushard said, "Speaking to Councilor Ives' point, in thinking about making it not just time based, but performance target based, for example, if we don't hit our water conservation goals, it triggers some set of events. If we do hit them then the set of events would be different. If growth picks up faster than the forecast, it then triggers a different set. So in making it more performance based than time based, there is one thing we do know, we are going to be wrong on the time, but we will know that at some point of time in the future we will be 145, to your point. At some point in time, hopefully the water per capita gets even lower than it is today."

Chair Ives said it sounds as if 2050 is driven, in part, by climate projections that exist independently out there, so it's one we can select from. He said demand clearly is a factor of population growth as well as conserving water so we're pushing that GPD down. He said the richness of the analysis looks at a number of factors across all those aspects and he appreciates very much what Mr. Borchert, Ms. Trevizo and Mr. Carpenter are able to accomplish in each of their spheres.

**8. PRESENTATION OF A RESOLUTION CONFIRMING THE CITY OF SANTA FE'S MEMBERSHIP IN AND SUPPORTING THE EFFORTS OF THE WESTERN ADAPTATION ALLIANCE AND DIRECTING STAFF TO RE-FORM THE GREEN TEAM TO SEEK HOW TO BOTH REDUCE GREENHOUSE GAS EMISSIONS FROM CITY OPERATIONS AND ENGAGE THE PUBLIC IN ADDRESSING HOW THE EFFECTS OF CLIMATE CHANGE WILL IMPACT CITIZENS.
(KATHERINE MORTIMER)**

Mr. Pushard asked if there is something specifically Ms. Mortimer would like from the Committee.

Ms. Mortimer said general input, such as ideas or suggestions with regard to the work to be done, and she can take those to the re-formed Green Team.

Ms. Mortimer presented information regarding this matter from the materials in the packet, noting the Western Adaptation Alliance was formed in September 2010, with 20 communities around the inter-mountain arid west – Flagstaff, Arizona, Salt Lake City, Utah, Tucson, Arizona, Ft. Collins, Colorado, Las Vegas, Nevada, Denver and Boulder County, Colorado Park City, Utah, Aspen, Colorado and Phoenix, Arizona – and Santa Fe is the first group that applied that was accepted. The group recently received a grant from the Walmart Foundation to assist with travel and training. The focus of this year's work is on water and drought. Please see the Resolution for specifics of the goals and objectives, and associated tasks.

The Committee commented and asked questions as follows:

Chair Ives noted Ms. Mortimer said Flagstaff is a model. He asked what Flagstaff has in place currently, and if there are ordinances and resolutions, and if so, could we have copies of those tomorrow.

Ms. Mortimer said yes, they are on her computer. She said what Flagstaff has done is very much along the lines of what Ms. Borchert was describing. They have a resolution which requires city decisions and plans to consider the effect of climate change whatever it is addressing, and that they choose a way to move forward which increases or does not increase the resiliency. She said they were not able to deal with reducing greenhouse emissions because it is a more conservative community which doesn't acknowledge what the climate changes have to do with human activity. However, they do recognize there are changes in the climate, regardless of the source, and they can deal with the adaptation and they've done a pretty effective job with what they've been allowed to do.

She said Tucson is an example where the city went into the community, heard from the community and are looking at cooling centers and such, noting it is much hotter there. She said we are looking to do both of these things as well as incorporating a social justice piece which no one else has done so far.

Chair Ives said page 4, line 15 of the proposed Resolution, provides, "...2) Ensure that social and environmental justice are included in the evaluation of impacts and proposed actions the City takes, and 3) Engage the public in addressing." these issues. He said that doesn't sound like what Ms. Borchert was looking for which would be comparable to an FIR.

Ms. Mortimer said when they did #1, they didn't want to presume the outcome, so they stated it more broadly, but they expect to look at the Flagstaff model, where adaptation as well as greenhouse gas can be incorporated. She said they opened it up, so we weren't necessarily saying we were going to come up with Flagstaff's solutions, because we don't know that it is a one size fits all.

Chair Ives said he would describe the way this proposes to do it by reforming the Green Team as a sort of outside looking in, but his impression of Ms. Borchert's thinking is it's really at that base level from the inside looking out.

Ms. Mortimer said the Green Team is staff, it's inside.

Chair Ives said he understands, but when you say "seek how to both reduce..." if we are considering, at the Council, a contract to buy new CNG front end loaders, the impact between those loaders versus diesel operated loaders in terms of how greenhouse gases are going to be significant. And when we have fiscal issues, we have a Fiscal Impact Report that says, "if you do this, it's going to cost this much or save you this much." He said, "And what I have is the sense that it might be useful..."

Ms. Mortimer said it is exactly what they anticipate to be the result, or something similar to that.

Chair Ives said he doesn't read it that way.

Ms. Mortimer said it is because they worded it broadly because they didn't want to presuppose that necessarily would be the best option. She said they anticipate, based on Flagstaff's experience, that we will come up with something like that or very close to that, because that is what they've been doing and they are finding it effective.

Chair Ives asked the timeframe for making those determinations.

Ms. Mortimer said there is no timeline and they haven't met yet. She said this was approved on January 30, 2013, less than two weeks ago, and they haven't been given direction from the City Manager, saying "this is the staff" assigned to pull this together. She said that group needs to figure out the timeline.

Mr. Pushard noted the time assigned to this item, and suggested we need to move forward because we have several items left on the agenda.

Mr. Michael agrees with the Chair's reading of this, because it wasn't apparent to him that it addresses the issues brought up by Ms. Borchert, which is the impact of climate change on ordinances the Council may adopt. He said all these things consume resources of City staff and others to evaluate the impact of the ordinance on climate change and social justice. He presumes people are thinking of the impact on their efforts that these kinds of things will have.

Ms. McDonald said Ms. Mortimer mentioned that they will be looking behavior modification, and asked if that is how government can affect community modification, or is it working with the community to develop ways to look at behavior modification, or both.

Ms. Mortimer said it is kind of both. She said they are looking at this from the social scientist point of view, noting there are organizations that are really looking at this – how to affect behavior change within communities around sustainable actions specifically. She said, for example, why do we have such a dismal recycling rate, why do we have a low GPD, but on the other hand we could go lower, noting there are European countries which are a lot lower with a similar standard of living. She said, "How do we actually get that to happen when we have an engaged community. How do we take that engagement and get it into action." She said it is a challenge, and it's really a social science thing.

Ms. Mortimer said something is going to be announced on Earth Day – we are going to be the second City to do this as a City. She said if you have a 2 or a 3 in front of your age, you're more likely to engage in this. She said Committee members with iPhones can go there now to *Joulebug* which is an app, which has 200 sustainability actions you can do when you get points, and then you identify your friends and then it compares and says "so and so" just passed you in points. This creates a friendly competition with an app. She said they are looking at this in all different kinds of ways, because what we have been doing has had very little effect compared to the effort that we have put into it.

Ms. McDonald said this is a particular topic about which this Committee would like to stay informed, because we constantly are debating different ways to get buy-in from the Community, and certainly what government does is important. This is something on which she personally would like to get feedback as this effort moves forward.

Chair Ives would like ordinances and resolutions from Tucson as well.

Ms. Mortimer said she doesn't have all of Tucson's stuff on her computer, but she can get it and send it to him, but it may not be by tomorrow.

MATTERS FROM STAFF:

9. DROUGHT, MONSOON AND WATER RESOURCE MANAGEMENT UPDATE. (RICK CARPENTER)

Mr. Pushard asked Mr. Carpenter if he is expecting action from this Committee, and Mr. Carpenter said no, this is an information item.

Mr. Carpenter presented information from his Memorandum of January 25, 2013, to the Public Utilities Committee which is in the Committee packet. Please see this Memorandum for specifics of this presentation.

Mr. Carpenter said not all of the news is bad with regard to runoff. Recently the Bureau of Reclamation issued a statement to its San Juan/Chama contractors that the [inaudible] from the project would be about 80% of the normal burn yield, which is a 20% reduction. Since that time, the San Juan/Chama watershed has had a lot of snow, one storm in particular was 3-4 feet of wet snow. He said we asked BOR what would that mean for the City, and their modeler said the recent storm was so significant it gets us back to close to 100% deliveries of burn yield, but nothing formal has been issued. He said a meeting is set for mid-March where they will come out with a formal adjustment of that projection. He said the reservoir levels are so critically low, that we would need to receive double of what we normally receive to get us back to normal, noting we stand the risk of being critically dry in the next year as well.

The Committee commented and asked questions as follows:

- Chair Ives asked, in terms of various compacts, rules and regs on those reservoir, what we need to advocate for change so we can perhaps increase storage inflows. Is there a plan of attack in terms of approaching the BOR, MRGCD, and the Army Corps.

Mr. Carpenter said requests we could make to the feds and others would be, looking at the way we operate reservoirs up and down the system. For example, allowing annual carry-over from year-to-year-to-year inherent during wet years. He said right now we have water stored in Heron, and we are required to release water on an annual basis from Heron. Or looking at ways to re-operate Cochiti for example, where there is water for recreation but nothing allocated for [inaudible]. He would look at ways to re-operate some of these reservoirs up and down the system. Also he would engage the Interstate Streams Commission to store water in the local reservoirs [inaudible] would help as well.

- Chair Ives said this is all against the backdrop of yet another filing by the State of Texas against New Mexico last month in the U.S. Supreme Court, about New Mexico's failure to make proper delivery of water under its compact, especially in the Rio Grande and the Pecos.

- Mr. Wiman said he is concerned about the implications for the Buckman well field. If nothing changes, do you see us once again being dependent on the wells in the high irrigation season.

Mr. Carpenter said yes, our approach is to use surface water supplies to the extent we are able, whether from the BDD or in the canyon. To the extent we can't meet demand, or there are factors to pump the groundwater wells, the Buckman would be a principle player. He said those wells have been resting for 2 years. We have a permit to pump a lot of water out of the aquifer, probably well beyond the sustainable limits, but it's there on a short term basis if needed, if surface water supplies aren't available.

- Mr. Wiman said he will email Mr. Carpenter a geologic paper by a local hydrologist, that the policy of pumping and recharge is out of control. He is concerned we are exceeding the recharge, and we're just drawing that level down and down in the long term.

[Mr. Carpenter's remarks here are inaudible.]

- Mr. Wiman asked Mr. Carpenter if he sees the City imposing more restrictions than we have now. Does he see a movement toward more compulsory conservation in the City.

Mr. Carpenter said he doesn't see that in the next 1-2 years, but that is a policy decision for the City officials to take up at any time. He doesn't know there is the incentive to do that right now, because our main supply portfolio is so healthy.

- Mr. Pushard said, "Then our policy is one of conjunctive use where we will use the wells when needed when we don't have the supply coming down the River or from the reservoirs, and that there is a priority to do that. So taking water from the wells at a greater than a sustainable rate would be a higher priority than implementing new, mandatory water conservation programs. I'm just saying as a policy, that is our current policy."
- Chair Ives said, "I think that would be an inaccurate statement, just from what I know about policy. I'm not necessarily sure that...."
- Mr. Pushard said, "So please correct me, because I think that's the conversation we just had."
- Ms. McDonald said that went back to the old restrictions.
- Mr. Wiman said this is the law as it stands.

- Mr. Pushard said, “Whether you call it orange and red, new or current, the policy would be the same, that our current policy, as stated by Rick, we will pump the wells like we did in any drought beyond their sustainable level, rather than...”
- Chair Ives said, “No. No. There’s a whole lot of stuff, in terms of sustainability. Do we know what the total quantity of water in the aquifer that the City wells draw upon.”

Mr. Carpenter said they are trying to get a better feel of what the City’s field ought to be.

Ms. Borchert said, “Doug, the way I would modify the statement you just made, is that we may need to extract water at a rate higher than we would like to in these years of drought, but we are still striving for an overall sustainable use of the aquifer. As Rick pointed out, we’ve been resting the well field 4 years like this, so defining what that sustainable rate might be is very difficult, but we know there will be ups and downs. We’ve had our good years where we rest the aquifer and we may need, for the third year in a row, to take more out of the aquifer than we want to, but that doesn’t mean we have exceeded the sustainable rate, because as Councilor Ives pointed out, that is a whole other discussion.”

- Mr. Pushard said he would agree with what she is saying, if she can tell him how long the drought is going to last.

Ms. Borchert said she can’t tell him that.

- Mr. Pushard said, “So, therefore we would continue pumping the aquifer because it is our source during drought.”

Ms. Borchert said our average for the last 5 years, already puts us over about 2,000 afy. She said if the drought never stops we have a problem. She said, “That being said, groundwater is being mined everywhere.”

- Mr. Pushard said he isn’t saying we’re the only parties.

Ms. Borchert said she isn’t saying that either, but she’s trying to say how much water is in the aquifer. She said, “The aquifer for Buckman is 5,000 feet deep. This natural resource is mined more than any other. When we talk about oil or metals, in terms of volume, we are extracting groundwater out of storage more than any other resource globally. It doesn’t mean we think it’s a good idea, but we are doing it, and the only thing we can control is the rate at which we take it out, because we are still mining groundwater. And there’s a lot there to mine.”

- Chair Ives said at the Navajo Bar Convention, he heard a presentation on the Navajo settlement, in which there was a proposed allocation to the Nation of a deep water aquifer containing some, I think the estimate was, 415 million afy, which would be a supply of 50,000 years to the Navajo Nation if they were able to tap into that, commenting he is just throwing out figures because he obviously hasn’t done the math. The point is that there are huge resources there. He said, “That

being said, it's always a measure, and are we looking at ways to conserve more. Yes. Are we in a crisis mode. I think everybody's anxiety and awareness of the issue is picking up significantly by virtue of all we're hearing, as well as what we're experiencing. Part of what we're charged with is figuring out if it is the time to come forward with new ordinances and new ways to incentivize people."

Ms. Trevizo said, on the last part of Mr. Pushard's statement, he said there would be new conservation programs. However, that would not happen. There would be no new conservation programs if we went to any sort of restrictions. There would be no programs at all. There would not be a calendar program, there would not be a water fiesta. "Those programs would cease and we would be in full enforcement mode."

- Mr. Pushard said, "We're caught up in a word. When I say new conservation programs..."

Ms. Trevizo said, ".... you're talking about regulations. Those aren't programs."

- Mr. Pushard said what I'm talking about is enforcement, but this type of enforcement of new things, the political will to do a little bit more, because history has shown that our past programs have been very very effective.
- Ms. McDonald said this is the reason she is interested in the behavior modification looked at by the Green Team. She is concerned with how we, as a City and as the Water Conservation Committee and everyone in the community, address water usage. She said, "I really do feel that pressing the panic button now, in my opinion, kind of does that refrigerator thing, where people feel like they have to hoard or they have to fill up to get what they feel they need. I really feel that we have to figure that out. We hear from Claudia that we have lots of resources, but we're mining them and they're still bad and I understand that. I just feel like we have to be more proactive and I'm really interested in seeing us develop a really clear idea of what is working. I think some of the ordinances worked for sure."

Ms. McDonald continued, "But let's also look at all of the things, in my opinion, before we go to a very penalty type way of thinking. There's places where that may work and places it may not work. And so I think, as a Committee, I would like to see us embrace ways of looking at that and actively do that, and maybe we can work with the Green Team to get to that point. I know Claudia came back from Germany a while ago, and presented some stick things that we good and some incentive things that were good. Those are all things that we can look at. And I'm encouraged to see the City really looking at that seriously and saying, okay, what is going to work. And we really need to push on that, I think."

Giselle Piburn departed the meeting.

- Mr. Wiman said he isn't saying an ordinance is the absolute answer. An example is in Albuquerque, the odd/even address scheme they have, depending on your address, you may water on these days. That's a recommendation and half the people in Albuquerque think it's the

law. He said, "I think if you could sell something as voluntary, I think that could be very effective. People realize there are risks out there."

- Ms. McDonald said, "I think most people honestly, in the City, are on this every other day irrigation mode thinking. I deal with people every day and that's what they do, all the landscapers and irrigation people do that. And I think we are getting there. People are getting educated even more, so I agree with you, but I think we really want to be careful. I feel like we could craft something that people would take more seriously, than here, we're going to hit you with a stick constantly. I don't think that's going to work. I think people will reject that. I think they will."
- Chair Ives said he doesn't think there is anything wrong in promoting alternate day watering, that's just a matter of good science – water stays in the ground at least 48 hours, so the need to water every day or several times a day doesn't exist. These kinds of measures make sense. He said as part of the Committee assignments, people are looking at new ordinances and making recommendations, and "all of that is fair game for this Committee to consider. To express the City's policy as saying they're not going to do any new ordinances until we've sucked Buckman dry just doesn't make any sense in his context."
- Mr. Pushard said, "And that's not what I said. I'm being very clear, because I'm on the record, in previous meetings here, I am not pro regulations. I think regulations are one arrow in our quiver, but it's also an arrow that occasionally we should use, and we should use it judiciously. But saying that it's not an arrow because people react negatively, or it's just a bad thing to do, is to take a very important one off the desk. Just like we now have a communications plan which is very important to... outreach is extremely important. They're all arrows that we use to help us, and I guess everybody is concerned, and I don't think there's anybody around this table that's not concerned about where we are. And that's all I'm going to say, because I'm going to come back to this."
- Ms. Schmitt said, "I would like to also remind the Committee that the other piece of restrictions, is the part about behavior modification, and it is the rate structure that we worked on for quite a long time. And so, everybody got a rate increase in January. And I can tell you, from my clients, most of whom are not really poor, this is the place where it hits them. And it's a motivational dynamic that's very very effective, and it is part of, as we get higher and higher and costs are more, it's more difficult, especially for lower socioeconomic folks. I feel like we also need to give people the tools to figure out how to save water in their homes at a very practical level. So that's already happening. That's something this Committee has been a part of that Council has implement. And so that's working and I see it every year more significantly."
- Chair Ives said there is certainly a logical nexus between the two.
- Chair Ives said he told Mr. Carpenter this Committee would like to see this report on a going forward basis. He said he would like to see a 5 year and 10 year average looking back, as well to get a sense of how that's moved over time.

Mr. Carpenter said he can do that. He said Brian Snyder asked him to add data on the snowpack in the San Juan/Chama on a going forward basis, and that will be part of that as well.

10. NOMINATIONS FOR SUSTAINABLE SANTA FE AWARDS 2013 (KATHERINE MORTIMER)

Ms. Mortimer said they have done these awards for 4-5 years. She said there are 12 categories plus an "other" category for outstanding projects that aren't otherwise described. She said every year there has been a water conservation project category for projects with a significant event, conclusion or start during 2012. She said in the past only one wasn't nominated by Water Conservation staff, so they are really seek input from this Committee in any of the categories for nominations. The nominations are due until March 15, 2013, and there will be an awards ceremony on April 27, 2013, at the El Dorado Hotel, 6:00 p.m. to 7:00 p.m., with a no-host bar, and the winners will be displayed.

Chair Ives asked what kind of information is need for a nomination.

Ms. Mortimer said the name of the project, your contact information, an acknowledgment that you will work with the person you are nominating, which could be yourself, to get us an image if you win to put in the publication. You also need a project description and how it met the objectives, and in which category it is to be nominated. She said they try to keep it simple.

Mr. Pushard asked if she can send the nomination criteria to Ms. Trevizo to send to the Committee.

Ms. Mortimer said yes, but it is also at the City website, just click on nominations on the left.

Ms. McDonald said she wants to plug Herbcare who is hosting a gala or dinner after the awards, and they are looking for sponsors, and they want people to come.

MATTERS FROM THE COMMITTEE

11. SUMMARY OF WATER CONSERVATION COMMITTEE INITIATIVES. (COUNCILOR IVES).

Chair Ives said we have our sheet of categories as well as the matrix of people who are considering various issues. He asked if any of the committees have a report to present. He said as discussed, some of the items aren't within the Water Conservation Division, so we shouldn't than try to put Ms. Trevizo everywhere.

Item #1

Mr. Pushard said they meet every two weeks for two hours, and they have had several meetings to update the water plan, noting the meetings have been very productive with lots of attendance and input, and they are plowing through the plan. The next meeting is on Thursday. He said they have a time

schedule, and asked Ms. Trevizo to include the timeline in the next packet, noting it lists all the other reports which will be published this year with associated dates. He said the deadline to complete the project is the end of the year.

Item #4

Mr. Pushard said Lise Knouse is not actually on this team. He has emailed her several times and she never responded. He said Mr. Wiman is on the team.

Ms. Trevizo said she checked the minutes and Ms. Knouse signed up for it.

Mr. Pushard said he has copied Ms. Trevizo on his emails to Ms. Knouse asking her if she wants to be on this team, and she has never responded. He said he would like to take her off until she comes to the meeting and says put to put her back on the committee. He said Mr. Wiman is a working member of that Committee and he would like that changed on the matrix.

Mr. Pushard said they are making progress. He said the first ordinance they are attacking is an existing Ordinance, the Landscape Ordinance, which needs minor updates, about 10 minor changes. He said the next step is to meet with Bob Woods and Land Use Department. He said there are two errors in the Ordinance which need to be fixed. He said the team has 5-6 things on which to meet with Robert and Yvonne, to see if they also have changes.

Ms. McDonald would like to have it to be brought back to this Committee for approval.

Mr. Pushard said he doesn't know the process, and they may just take it and run with it, and then it would come through this Committee as a normal process.

Chair Ives said he can be an advocate to get the drafting done through the City Attorney's Office.

Mr. Pushard assumes staff will want to do this, because there are some things that would be really bad if they had to enforce, and they are very supportive of the small things they have suggested. He said he is sure they also have a laundry list of small things they would want to put in the bill as well.

Chair Ives said anything which is put into a proposed ordinance and resolution, has various Committee assignments. He said certainly if it is coming from this Committee it will come back here.

Ms. Schmitt asked if work is coming from a subcommittee of this Committee, wouldn't this Committee want to look at it first before it went into the City committee process.

Ms. McDonald said in the past, working groups have worked that way, and there isn't a formal process. However, subcommittees or working groups making recommendations, first came to this Committee to report what they are doing and then it went forth.

Mr. Pushard said the City people have asked us to meet with them.

Ms. McDonald said that's reasonable. However, in general as a Committee we should agree on a process because that's just fair.

Chair Ives said he wouldn't argue with that, and he is happy to handle it that way. He said it wouldn't preclude other groups within the City from advocating it, but if it is something sourced here he is happy to have us look at it first.

Mr. Pushard said, "Cool, because this is going to go into the next agenda item."

Ms. Trevizo asked Mr. Pushard his strategic goal for Item #4.

Mr. Pushard said he has given it to her previously, but he will email it to her again.

Ms. Trevizo said good, and asked what are the objectives.

Mr. Pushard said it is to save water.

Ms. Trevizo said she can list that for everyone.

Chair Ives said for those things for which he is charged, he has amounts of material, so he will start identifying those as part of the matrix. The notion is to expand the matrix each time so we capture more and more information and relevancy.

Item #5

Ms. Schmitt said she is the only one on #5, noting Melissa has expressed some interest. She said she would like clarification, noting she has something in mind, but this is a fairly large category. She said she hasn't done anything, because what she conceptualizes this to be is how we as a Committee help the citizens of Santa Fe to lower their per capita water usage. She said one of the ideas she has is to work with the homeowners on the individual metering they can do. She said at the last meeting she had asked for a report on metering at this meeting, which didn't get on the agenda. She said she wants that piece so she can utilize that. Her conception of this category is how many things we actually can work with. She said since she didn't get that information, she is unsure where to go from here. She said she was going to make a presentation on some of the meters we've had that worked, and at some point give a report.

Chair Ives suggested we take the first hour at the next meeting and go copiously through this to capture the various requests. He wants to do this if people are willing to populate the matrix as much as possible between now and the next meeting.

Ms. McDonald said she wants to work with Ms. Schmitt on this.

Ms. McDonald said she was nominated to be put on the Parks and Open Space Committee, and the appointment will be at Council at the next meeting. She would like to see if there is a way to fit some of that work into this, because she sees that as a way for us to have a stronger relationship with City Parks.

She said POSAC is looking for this Committee to express information on water in terms of parks and how to conserve water. She doesn't know where this would fit on the Agenda, but it is an activity she hopes to be doing, and is unsure where it goes.

Chair Ives said a logical place might be a focus on the water use in Outside City facilities, which would include Parks.

ITEMS FOR NEXT AGENDA – TUESDAY, MARCH 12, 2013

Mr. Pushard said he has a recommendation, but asked to first read the following, "The City's Water Conservation Office is responsible for implementing water conservation measures, including citizen outreach and education. This office is guided by the City's Water Conservation Committee who recommends policy." He suggested a change in the format of the meeting to make it possible for us to do some of the things we are supposed to do, because we're part of the process. He would like to do that on a more timely basis and only allocate 1 hour to the agenda to those items, and the second hour we would actually do work. We would actually put Ms. Schmitt's idea on the agenda and add an hour to things we don't cover, that don't require a vote, which automatically skip to the next month's meeting so we can actually do work. We would be able to brainstorm – Ms. Schmitt's idea, Melissa's idea.

Mr. Pushard said, "I wasn't going to point out.... everybody thinks I'm going to bypass this Committee. I'll bypass the Committee because of the clock, because normally this would be the last item on the agenda and this is the first time we've gotten work from the Committees in the last 3 meetings."

Ms. McDonald said, "Putting things out on email isn't necessarily bypassing the Committee, FYI. Things can be put out ahead of time so people can review them."

Mr. Pushard reiterated his suggestion for a change in the meeting format so we actually do policy work here.

Mr. Wiman said talked about a recurring conversation he and Mr. Pushard have had. He said, "I look at some of these, even ones that I have my name on with Melissa on evaluating potential storage use of storm water and conservation strategies. That's like a career. We're not going to get there. Should we, as a Committee prioritize things that we can actually get done. That's my position. Doug's position is, if we have them all out there, people will continue to work on things that they have a personal interest in, and I can see his point there, too. So, this is huge. And I think focusing on what we can accomplish, for example the one about ordinances, I feel that's pretty well done."

Mr. Wiman continued, "How do we deal with this list. Do we prioritize it, or do it all."

Chair Ives said, "If folks aren't interested, I'm certainly not trying to force folks to fit the square peg in the round hole. So I'm happy to prioritize, and we can make that the first issue we consider at our next meeting and winnow it down to 4 or 5. It's tough, because so much of it is integrated." He said we will plan on doing this, he is all for it.

Mr. Wiman said he is interested in all the things he's signed on to work, but he can't as a practical matter.

Ms. McDonald said each individual member on the POSAC says what they are interested in, and they self direct what they're going to work on, and then they have a monthly report on what they do. She said they can create subcommittees. She said she was impressed with the idea that people come with a weekly/monthly report of what they've done, and people talk about it. She would love to see this Committee do that.

Mr. Michael clarified the format for the next meeting, and the Chair said that is correct.

Ms. Schmitt requested that the information about the water metering be presented at the next meeting, noting it is in process. She feels we are being by-passed and having no input on what the City decides to purchase.

Chair Ives said much of that has already gone through Public Utilities 6 months ago.

Ms. Schmitt said this is frustrating to know we're being bypassed. She would like to see where the City is on this, and if we have any input at this time. She would at least like to know what's happening with it, so they can work with the public.

12. NEW BUSINESS

Chair Ives circulated the Water Conservation Fact Sheet, what we're doing, which is a tool which can be useful in the future, as we get broader exposure. He will provide copies to everyone in the next packet, so we can have it as an agenda item.

Chair Ives said Councilor Calvert asked if we could include in our publicity, something to encourage homeowners during snow events, to shovel the snow under the trees and into their yards, rather than into the street. He said perhaps this can be done before Winter is over.

Chair Ives said the Children's Museum is reestablishing itself, and is looking for strategic partnering with various organizations. He said he thought of two right away, one of which is the Public Schools in terms of conservation, and asked Ms. Randall to contact them to explore that. He asked Ms. Trevizo to contact them to see if the City would have a greater opportunity to work with the Childrens Museum on conservation projects.

Ms. Trevizo said with regard to a presentation on metering, she will make the request as she always does make requests from the Committee. She asked the members, however, when a request is made, to please not expect it to be on the next agenda, because it takes about two weeks to formalize the agenda. She said more than likely it would be on the next agenda after that one.

Ms. Schmitt said if that can't be done, she would like a discussion item for the Committee in this regard.

Mr. Wiman would like to consider having a longer meeting, a 3-hour meeting, because we can't cover what we need to do in 2 hours.

Chair Ives said he will check on that, commenting it might mean starting earlier.

Ms. Perez said she thinks each of us as Committee members need to self-police ourselves, and stay on the agenda topic and don't wander off the agenda.

Ms. Trevizo said she would like the Committee to consider creating written updates for their working groups and provide formal written updates on items presented, to streamline rather than to make off-the-cuff comments.

Chair Ives agreed, saying he hopes we are at the point where we can get written reports prior to the meeting to put in the packet, so people come through the door informed, and focus the discussion on what is presented, rather than learning about it in the first instance.

Mr. Pushard said he believes part of our responsibility to read the packet before the meeting, and if we can't do that, we shouldn't attend because "you are wasting our time." He said we are being penalized by those who don't. He said if people read the packet before the meeting, we will get through the packets more quickly because we ask questions, versus "death by power point," people just talking.

Chair Ives said the discussion is often good, and most of our time is spent on questioning, but there is no reason everyone should not have looked at the packet before the meeting.

Mr. Pushard said our prime role is to recommend policy, not sit here and "approve, approve, approve," which most of our agenda has become. He said if billing is important to this Committee, then this Committee can draft a memorandum to the department with a copy to the Mayor, and see where that gets us.

ADJOURN

There being no further business to come before the Committee, and the Committee, having completed its agenda, adjourned the meeting at approximately 6:15.m.

Peter N. Ives, Chair

Melessia Helberg, Stenographer

Voluntary Reductions in Water Consumption During Drought

Preface to Discussion:

We are facing a third year under drought conditions of unknown duration. Water levels in the city reservoirs are at record lows compared to historical averages; Rio Grande natural flow is well below average levels; San Juan-Chama Project deliveries may be reduced; aquifer recharge is uncertain; and pumping groundwater is not sustainable. But the City of Santa Fe does not currently intend to impose water restrictions in 2013 because it has a diverse water portfolio, including several years' worth of project water stored upstream, in addition to the City well field and Buckman well field aquifers.

From a City of Santa Fe media release, dated February 21, 2013:

"The City of Santa Fe is prepared for a third consecutive year of severe drought and heat. Should the drought conditions significantly worsen over the coming year, the City can invoke strategies to provide short-term relief from temporary drought-related water supply shortages, including mandatory water restrictions for certain types of water use."

<http://www.santafe.com/article/city-of-santa-fe-is-preparing-for-third-consecutive-year-of-drought>

In order to minimize pumping precious groundwater during peak irrigation season, we propose that the City consider establishing voluntary guidelines for reducing consumption and minimizing the pumping of our aquifer.

Considering the ongoing drought conditions, is this not an appropriate time for the city of Santa Fe, which has established itself as a leader in water conservation, to consider how to better achieve a balance between consumption and supply?

Discussion Topics:

What is the best model? (by odd/even addresses; watering as needed; others?)

As the irrigation season approaches, can we prepare and present a program at the April WCC meeting?

Would such a program need to be approved by the governing body?

Once approved, how would voluntary guidelines be advertised and promoted?

Vote by WCC Members Requested:

1) Should the Water Conservation Committee develop voluntary water conservation policies for the 2013 irrigation season?

2) If yes to #1, is this a task for Water Conservation Committee Working Groups or for the Water Conservation Department or for the Water Division? Or should we present a recommendation through a cooperative effort of two or more of these entities?

City of Santa Fe, New Mexico

memo

Date: March 1, 2013

To: Water Conservation Committee

From: Councilor Peter Ives, Water Conservation Committee Chair

Re: Group Reports from Water Conservation Committee Initiatives Including Identifying Objectives, Goals and Prioritization of Initiatives

As a group we will begin to prioritize the tasks set forth by each of us within the Water Conservation Committee Initiatives. Once these tasks have been prioritized then we shall discuss and determine the goals and the objectives to complete those goals.

Steps to Prioritization:

1. Chose the scope. Focus on one initiative at a time.
2. Mark the importance of each task. Consider the value of each completed task mark each task with H for high, M for medium, L for low.
3. Mark the urgency of each task. Consider the upcoming deadlines. Mark each task with H, M, or L
4. Mark the effort required for each task. Consider the time needed to complete each task. Mark each task with S for short, M for medium or L for long.
5. Compare all tasks. Highlight the most important and urgent tasks that require the least amount of effort.
6. As a group we will make decisions about the importance and urgency of the tasks. We will decide which ones need to be done first based upon upcoming deadlines. Consider omitting or delaying tasks if they are of low importance and require a high amount of effort.

Water Conservation Committee Prioritization Worksheet:

Issue/ Task	Importance (H,M,L)	Urgency (L, M, S)	Effort (L, M, S)	Priority (1-High to 12-Low)
Update Santa Fe Water Conservation and Drought Management Plan				
Water Conservation Education/Outreach Program				
Evaluate Potential Storage/ Use of Storm Water in Conservation Strategies				
Evaluate/draft ordinances to promote outdoor water conservation				
Reestablish Trend of Net Annual Reductions in Per Capita Water Usage				
Proper Regulation of Water Usage and Waste Avoidance by Large Water Users				
Evaluate Potential Storage/Use of Treated Effluent in Conservation Strategies				
Evaluate/Report on Propriety of Current Water Use Regulations During Drought Conditions				
Water-Energy Nexus –Energy Production Uses Water: How to Respond to Nexus				
Evaluate and Assess resiliency in Water Supply and Delivery Systems				
Update Water Portion of Sustainable Santa Fe Plan				
Evaluate Private Wells and impact on the Santa Fe River				

WATER CONSERVATION COMMITTEE INITIATIVES 2012-13

The following matters have been identified as issues of significant interest to the members of the Water Conservation Committee. This list is prepared in order to allow for and plan the constructive addressing of these issues by the Committee during the course of the 2012-2013 fiscal year. The issues have been prioritized by staff based on the needs of the Water Conservation Office.

1. Update of Santa Fe Water Conservation and Drought Management Plan
2. Water Conservation Education/Outreach Program
3. Evaluation of the Potential Use and/or Storage of Storm Water in Water Conservation Strategies
4. Evaluation and drafting of changed or new ordinances to promote water conservation in irrigation and outdoor watering systems.
5. Reestablishing the Trend of Net Annual Reductions in Per Capita Water Usage
6. Proper Regulation of Water Usage and Waste Avoidance by Large Water Users, Such as the State of New Mexico, City of Santa Fe and Other Persons
7. Evaluation of the Potential Use and/or Storage of Treated Effluent in Water Conservation Strategies
8. Evaluation and Report on the Propriety of the City's Current Water Use Regulations During Drought Conditions
9. Water-Energy Nexus – Recognizing that Energy Production Uses Water and Determining How to Respond to this Nexus
10. Evaluation and assessment of resiliency in the Santa Fe Water Supply and Delivery Systems
11. Update of the Water Portion of the Sustainable Santa Fe Plan
12. Identification and Evaluation of Private Wells in the City of Santa Fe and their impact on the Santa Fe River

#	Issue	Strategic Goal	Objectives	Tasks	Working Group	Notes
1.	Update Santa Fe Water Conservation and Drought Management Plan		Assist in the 2015 Water Conservation Plan and create strategic framework and implement schedule	Read 2010 Plan and record suggested updates next meeting	Doug Pushard Grace Perez Lisa Randall Bill Roth	Draft timeline created. Goal: Jan 2015
2.	Water Conservation Education/Outreach Program				Giselle Piburn	<i>Lisa Randall requested to be removed</i>
3.	Evaluate Potential Storage/ Use of Storm Water in Conservation Strategies				Stephen Wiman Melissa McDonald	<i>Inactive per Stephen Wiman</i>
4.	Evaluate/draft ordinances to promote outdoor water conservation				Doug Pushard Lise Knouse Bill Roth	<i>Request from Doug Pushard to City Parks clarify Land Use Code 14-8.4 in E (4)</i>
5.	Reestablish Trend of Net Annual Reductions in Per Capita Water Usage				Karyn Schmitt Melissa McDonald	
6.	Proper Regulation of Water Usage and Waste Avoidance by Large Water Users				Tim Michael Melissa McDonald	
7.	Evaluate Potential Storage/Use of Treated Effluent in Conservation Strategies				(no one signed up)	This is a current activity taking place in the Water Resources Group. The Public Utilities Committee is the recommending body.
8.	Evaluate/Report on Propriety of Current Water Use Regulations During Drought Conditions	<i>Lead discussion on voluntary restrictions in Water Consumption during drought</i>	<i>Request WCC vote as to whether drafting a plan for voluntary restrictions is appropriate</i>	<i>Review existing ordinances related to water conservation</i>	Stephen Wiman Lise Knouse (option) Tim Michael Doug Pushard	<i>Determine when to present discussion items to WCC</i>

#	Issue	Strategic Goal	Objectives	Tasks	Working Group	Notes
9.	Water-Energy Nexus –Energy Production Uses Water: How to Respond to Nexus				Peter Ives, Chair Tim Michael	
10.	Evaluate and Assess resiliency in Water Supply and Delivery Systems				Lise Knouse	
11.	Update Water Portion of Sustainable Santa Fe Plan				(no one signed up)	
12.	Identify and Evaluate Private Wells and their impact on the Santa Fe River				Grace Perez Stephen Wiman	<i>Inactive per Stephen Wiman</i>

MEMORANDUM

TO: City of Santa Fe Public Utilities Committee
City of Santa Fe Water Conservation Committee
BDD Board

FROM: Rick Carpenter, Water Resources and Conservation Manager

VIA: Brian Snyder, Public Utilities Department and Water Division Director

DATE: February 25, 2013

SUBJECT: Update on Drought, Monsoon, and Water Resource Management

CURRENT PUC UPDATE

As the Committee is aware, our region is still suffering through a severe drought. Our region has gone through two consecutive years of record drought and heat. The possible prospects of a third consecutive year of severe drought and heat would present significant challenges to all water purveyors and irrigators, and the City's Water Division takes this situation very seriously.

The National Oceanographic and Atmospheric Administration (NOAA) recently updated its monthly report on its El Nino/Southern Oscillation (ENSO) Diagnostic. This report indicates that current model predictions more strongly favor El Nino conditions to be neutral to weak (dry) through the Spring of 2013. Above average temperatures are also expected.

However, the City of Santa Fe has invested in a robust and diverse portfolio of four distinct water supply sources: Buckman well field, City well field, Canyon Road Water Treatment Plant on the Upper Santa Fe River, and the Buckman Direct Diversion on the Rio Grande. The City also has several years-worth of San Juan-Chama Project water stored in reservoirs, in case deliveries from the federal Bureau of Reclamation of San Juan-Chama Project water are curtailed. The City has also been "resting" the Buckman well field since early 2010. Therefore, City decision-makers and resource managers have a variety of policy options available in order to meet water supply demands during times of drought.

Current Local Conditions

	Reservoir Level	Santa Fe Snow Gage	Reservoir Inflow
February 25, 2013	30.4%	44 inches	0.45 MGD
5-Year Average This Date (2008 – 2012)	52.74%	39 inches	1.94 MGD

Rio Grande Basin

Surface flows in the Rio Grande and its tributaries have been well below normal, storage levels in regional reservoirs are very low currently, and the federal BoR recently stated that if there is no “meaningful moisture” received this winter/spring then this would mark the lowest water levels ever in New Mexico reservoirs prior to entering into a new irrigation season. With large moisture deficits deeply entrenched across the region, and with only one month of the wet season included in this forecast period, meaningful improvement seems unlikely.

San Juan Basin

According to the NRCS’ Feb 1, 2013 Basin Outlook Report, “streamflow forecasts for the San Juan River Basin range from 78 percent of the 30 year avg. (1981-2010) for the Rio Blanco at the Blanco Diversion to 71 percent of 30 year avg. (1981-2010) for the Navajo Reservoir Inflow.” Year-to-date precipitation is still well below normal though, at 75 percent, down from last year's 94 percent. The San Juan-Chama Project delivery forecast is expected to be updated by the BoR in mid-March. It is expected that deliveries for this year will be near normal to slightly below normal, however, since regional reservoir storage is so far below normal, conditions could significantly worsen for San Juan Chama Project deliveries next year.

PAST PUC UPDATES

For the past 16 months, the Water Division has provided the PUC a monthly memo as part of the consent agenda. These memos, collectively and individually, provide a comprehensive background of the status of drought, winter precipitation, and summer monsoonal precipitation. Committee members are encouraged to reference these past memos for context related to current monthly updates.

The City of Santa Fe's Water Conservation Journey

EXECUTIVE SUMMARY

Drought prone areas have been leaders in water conservation out of necessity; drought is a strong motivating factor for local governments to enact water conservation programs, however, a reactionary approach is not always beneficial to the community nor is it well received. Water conservation programs are not built overnight. The City of Santa Fe built the water conservation program in incremental steps from a successful water conservation program begun in 1997.

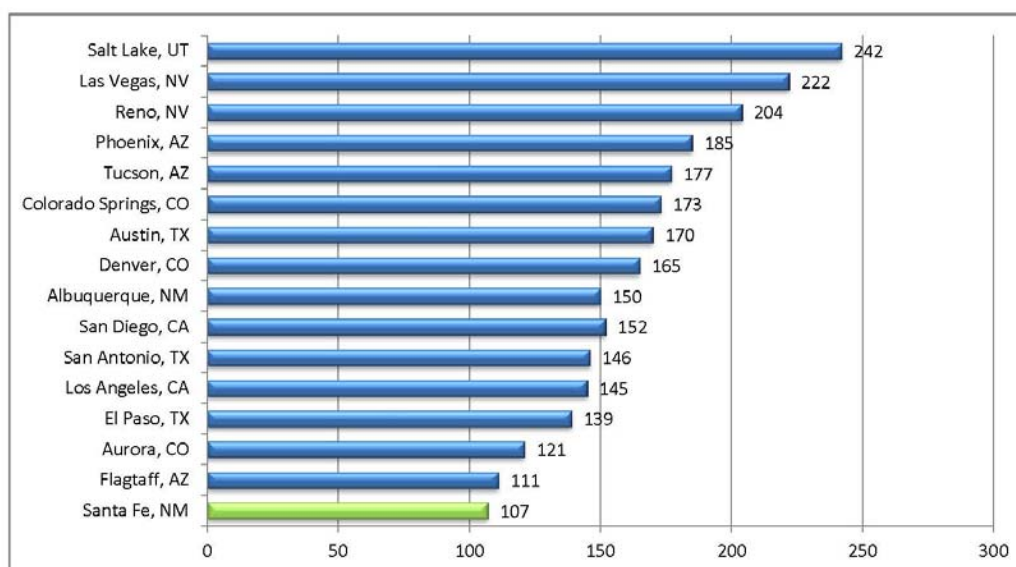
The program has expanded and diversified to include the use of media for outreach, education activities ranging from children to adult, rebate programs, and leading by example. A demonstration garden at the Water Division features water harvesting techniques including a recycled water feature powered with solar. The garden consists of several areas designed behind a theme (e.g., desert rose garden, shades of purple, high desertscape, “zero-scape”, etc.) and incorporates efficient irrigation including a weather based controller.

The City has enacted a number of ordinances requiring conservation of water, restricting water usage in drought conditions, for landscape and site design, creating a water budget, and allowing Water Division customers to receive rebates for retrofitting water conservation devices in an effort to maximize water efficiency and to conserve our present and future water supply. Water rates have also played a key role in reducing consumption.

Despite recent record breaking heat and drought conditions during the past two years, Santa Fe's long-standing water conservation and drought management programs are the best in the Southwest with respect to both comprehensiveness and effectiveness.

GPCD

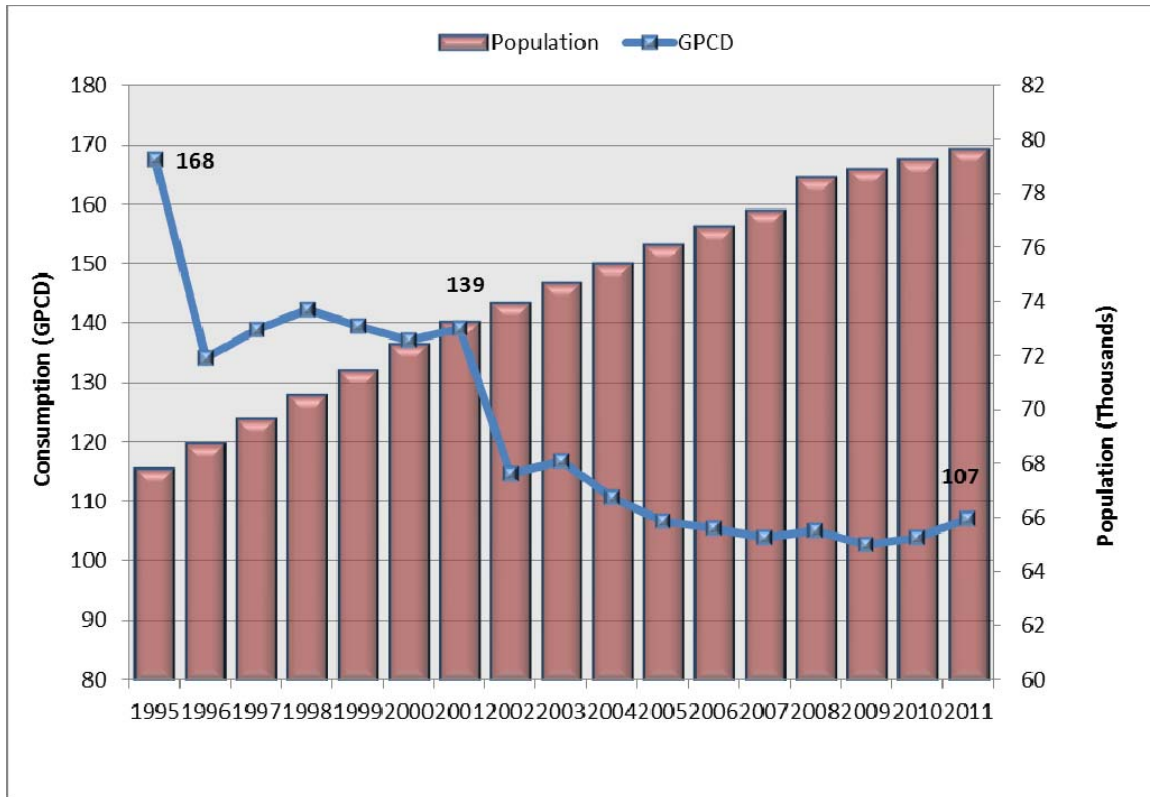
The key performance measure of any municipal water conservation program is determined by the per capita water use. City of Santa Fe Sangre de Cristo Water Division customers reduced their water use by 42 percent from 1995 to 2009.



Another measure of Santa Fe's water conservation and drought management success is declining total annual water diversions (29%) to serve a growing number of customers (15%) since 1995.

The City of Santa Fe's Water Conservation Journey

The annual water diversions totaled 9,086 acre-feet in 2009, compared with 12,737 acre-feet in 1995, while the number of customers served by Sangre de Cristo Water increased to an estimated 79,808 people in 2009, from an estimated 67,839 in 1995.



WATER CONSERVATION ORDINANCES

The state water conservation plan statute (1978 NMSA § 72-14-3.2) language is “to encourage” water conservation through ordinances and codes. The City of Santa Fe has enacted several ordinances and resolutions that go well beyond “encouragement” to create a comprehensive set of water conservation requirements, as well as a water rate structure designed to provide financial incentives to conserve water.

Water ordinances and regulations are compiled in Chapter 25 of the Santa Fe City Code. Water conservation and demand-offset requirements relating to new development are compiled in Chapter 14. The water conservation and drought management sections within these two chapters of the Santa Fe City Code effectively are Santa Fe's water conservation plan.

Comprehensive Water Conservation Requirements Ordinance

On June 25, 1997, the City's City Council adopted a comprehensive water conservation ordinance. This ordinance prescribes regulations and provides financial incentives for water customers to reduce their water use. Includes both indoor and outdoor water use requirements.

Emergency Water Use Ordinance

The City's primary drought management tool is the Emergency Water Regulations Ordinance, which was adopted in 1996. This ordinance allows the imposition of more severe water-use

The City of Santa Fe's Water Conservation Journey

restrictions as necessary to ensure that demand does not exceed sustainable available supply and production capacity during years of low snowfall in the upper Santa Fe river watershed.

Landscape and Site Design Ordinance

The Governing Body established a Landscape and Site Design Ordinance Task Force, which was charged with "reviewing and making recommendations on the proposed Landscape and Site Design Ordinance." The Task Force was appointed in October of 2000 and held 13 public meetings beginning November 6, 2000. The Landscape and Site Design Ordinance was collaboratively written by City planning staff and Task Force using the 1997 Draft Landscape and Site Design Ordinance as a baseline document. The Landscape and Site Design Ordinance was adopted by the City Council at the July 25, 2001, meeting and was effective as of August 6, 2001.

Annual Water Budget Ordinance

The 2003 Annual Water Budget Ordinance and the associated regulations and procedures that the Governing Body adopted by resolution #2002-55 September 25, 2002, and revised by resolution # 2003-106 December 10, 2003, requires that all new construction to be served by the Santa Fe water utility, whether located within or outside the City limits, implement stringent water conservation requirements and offset any new demand on the water system supplies through retrofitting existing high-use toilets (typically 3.5 or 5 gallons per flush) with low flow toilets (1.6 gallons per flush). In 2005, the Water Rights Transfer Program (SFFCC 1987 § 25-12) modified the 'offset' requirements in this ordinance by mandating that development projects with large water budgets (five acre-feet for commercial and ten for residential) 'offset' their future demand with Middle Rio Grande valley surface water rights instead of water conserved through toilet retrofits.

By explicitly stated legislative findings, purpose, and intent, this ordinance clearly states the need to pursue available avenues for increasing the City's water supply to quantify total system water supply and demand, and to develop annual water budgets reflecting current water supply and demand information. The ordinance explicitly recognizes that the water use of current customers has decreased by their commendable conservation efforts to the point that quantification of future system demand must consider the pent-up water demand of these customers. This recognition by the Governing Body relates to the discussion of per capita demand targets in the introductory section of this plan.

In 2009, the City updated a 1998 analysis of water use by customer sectors necessary for the City's use in creating development water budgets. The Water Use in Santa Fe II analysis is available on the City's website at <http://www.santafenm.gov/index.aspx?NID=1030>.

City Water Budget Ordinance

The City Water Budget Ordinance #2009-38, adopted on August 12, 2009, became effective January 1, 2010, replacing the Annual Water Budget Ordinance. The City requires that the impact of new development be offset either through conservation in existing development or transfer of water rights to the City. The ordinance is organized into the following components:

The City of Santa Fe's Water Conservation Journey

Development Water Budgets and Building Permit Requirements (SFCC 1987 § 14-8.13). Applicants either are required to offset their demand to obtain a building permit through dedication of water conservation credit or transferred water rights.

City's Water Budget (SFCC 1987 § 25-9). The annual process that City water managers undertake to account for current and projected water supplies and demands. This also includes the process by which the Governing Body allocates available water made available from City water rights purchases, leases, and City conservation measures to meet its priorities, including affordable housing.

City Water Bank (SFCC 1987 § 25-10). Water credit held in the City Water Bank is derived from conservation programs or from water rights transfers for future water demand offsets. Some of the water in the water bank is available either for purchase by developers for projects or for allocation by the Governing Body to a project of their choice. Additionally, water rights are reserved for specific projects (e.g., when a developer for a future project brings water rights). All water credit held in the water bank is accounted for in consumptive use acre-feet per year.

Conservation Credit Programs (SFCC 1987 § 25-11). Two programs generate conservation credit; water conservation rebates and water conservation contracts. Conserved water generated to offset new demand on the City's water system is referred to as water conservation credit.

Water Rights Transfer Program (SFCC 1987 § 25-12). The Water Right Transfer Program requires new development that will use more than five-acre-feet for commercial projects and more than ten-acre-feet for residential acquire and transfer water rights to the City of Santa Fe before building permits may be issued. (Appendix F contains the text of the ordinance SFCC 1987 § 25-9)

WATER RATE STRUCTURE

The City of Santa Fe has implemented a pricing structure that encourages water conservation. High water rates along with surcharges for water use beyond limits defined by the Governing Body have greatly influenced the success of Santa Fe's water conservation and drought management programs.

Current Rate Structure

Ordinance 2006-53 (SFCC 1987 § 25-4), adopted August 28, 2006, (effective January 1, 2007)

Note: Replaces both seasonal surcharges and drought emergency surcharges

Commodity Charge for all Customers

Effective Date	First tier	Second tier
January 1, 2007	4.09 per 1,000 gallons	14.64 per 1,000 gallons

8.2% Rate Increase for Five Years

Ordinance 2009-2 (SFCC 1987 § 25-4.2), adopted January 28, 2009, (effective March 1, 2009)

The City of Santa Fe's Water Conservation Journey

All Customers Commodity Charge

Effective Date	First tier	Second tier
March 1, 2009	4.43 per 1,000 gallons	15.84 per 1,000 gallons
January 1, 2010	4.79 per 1,000 gallons	17.14 per 1,000 gallons
January 1, 2011	5.18 per 1,000 gallons	18.55 per 1,000 gallons
January 1, 2012	5.60 per 1,000 gallons	20.07 per 1,000 gallons
January 1, 2013	6.06 per 1,000 gallons	21.72 per 1,000 gallons

Note: Monthly fixed fees for all meter sizes increase by 8.2% each year

PUBLIC EDUCATION PROGRAMS

A number of strategies have been developed to engage the many audiences that make up the City of Santa Fe. These programs are designed to educate each audience about the benefits of conserving water, as well as provide the necessary knowledge and tools to make the changes which are desired.

- Residential/Commercial Programs
 - Audit/leak detection
 - Irrigation evaluation
 - Water budget calculator
 - Rebates
- Children's Programs
 - Poster contest 1st-6th grades
 - Water Fiesta 4th grade
 - RiverXchange 5th grade
 - In-class presentations
- Adult Programs
 - Weekly Radio Show
 - Host Events
 - NM Landscape Conference
 - Water-Energy Summit
 - Fix-A-Leak Week
 - Drip Classes
 - Landscape Classes
 - Qualified Water Efficient Landscaper (QWEL) Certification Training
- Demonstration Garden

PUBLIC OUTREACH & MARKETING

Monthly themes, often related to weather, holidays or events occurring that month, are used for the radio advertisements, newspaper ads, articles and water bill inserts.

January	Rate Increase
February	Winterizing, Frozen Pipe Myths
March	Fix a Leak
April	Earth Day, Mayors' Challenge
May	Time of Day Requirements, Garden and Irrigation Tips, Myth-busting
June	Restrictions Reminder, Appreciation
July	Reminder, Tips, Announcements about Bus Poster

The City of Santa Fe's Water Conservation Journey

August	Reminder, Tips
September	Water Use Numbers, Timers/Rain Sensors (Monsoon Season)
October	Turn Off Irrigation
November	Winterizing, Give Thanks for Water
December	Prevent Frozen Pipes While on Vacation

Literature is distributed via information racks located throughout the City, and participation in community events provides opportunities to hand out promotional items and put a personal face on the Water Conservation Office. Additional outreach efforts include large exterior bus ads, television commercials, and promotional commercials in local movie theaters.

PARTNERSHIPS

Cooperative working relationships have been developed with a variety of organizations which provide additional opportunities to disseminate information:

- Santa Fe Public Schools
- Santa Fe Community College
- New Mexico Office of the State Engineer
- New Mexico General Services Department
- U.S. EPA WaterSense
- U.S. Bureau of Reclamation Water Conservation Field Services Program

WATER SAVINGS

Incentives for use of water efficient fixtures and appliances are vital components of any water conservation program. From 2004 through 2009, the Water Conservation Office offered incentive rebates for the purchase of water-efficient appliances including hot water recirculators, high efficiency clothes washers, and rainwater collection barrels. Conserved water savings for the years 2004-2009 totaled 67.26 Ac/Ft.

The rain barrel rebate program was phased out in October, 2008; however, it was reinstated in 2010. Beginning January 1, 2010, a new and expanded incentives and rebates program was incorporated into the Water Bank, which tracks conserved water to offset new development. The current program includes high-efficiency toilets, high-efficiency clothes washers, water free urinals, and rainwater harvesting. The City also offers several rebates in the commercial sector. In 2010, the water conservation rebates processed resulted in conserved water savings of 32.46 acre-feet (Ac/Ft). 2011 rebates resulted in conserved water savings of 9.04 Ac/Ft.

WHERE ARE WE HEADED

A proactive approach to water conservation required

- Ordinances-new and refinements to existing
- Climate Change Report (Impact on Southwest, sources of supply)
- Long Range Water Supply Plan
- Drought Management Plan
- Reclaimed Wastewater Plan
- Automated Meter Readers for Customers to monitor individual usage
- Online Tools

City of Santa Fe, New Mexico

memo

Date: February 22, 2013

To: Public Utilities Committee

From: Laurie Trevizo, Water Conservation Manager

Via: Rick Carpenter, Water Resources and Conservation Manager
Brian Snyder, Public Utilities Department and Water Division Director

RE: Update on Water Conservation Office Upcoming Spring 2013 Events

The Water Division's Conservation Office, education and outreach occurs on several levels. The Water Division sponsors in-school learning units, teacher training, adult education classes, brochures, and other public outreach.

Fix a Leak Week:
March 18-22, 2013

Print Media Ads: Santa Fe Hometown News and Round the Roundhouse

Commercial: Santa Fe Stadium and DeVargas theaters February 15 – March 25, 2013 and KOAT Channel's 7 and 13 during March 18-22, 2013

The Bad Flapper returns! This is the City of Santa Fe's third year to participate in the national event sponsored by the US EPA WaterSense Program. Fixing a leaky toilet can save up to 1,000 gallons of water every month. The number one cause of a leaky toilet is a faulty flapper. This inexpensive rubber part decays or get covered with mineral deposits and can cause leaks, which are often silent, hence the hunt for the silent-movie roaring 20's villain.

Results of 2012 Marketing:

- Localized News Release to print and broadcast
- Photo Op News Release
- You Tube Video Ad
- Partner's News Release

Coverage:

- SFNM, Home Town News and KSFR, KSVE, National Blogs and Regional Water Association Newsletters such as the *Conservation Current* and the New Mexico Rural Water Association

OWEL (Qualified Water Efficient Landscaper) Training:

Registration deadline: March 1, 2013

Training: March 18-22, 2013

The City of Santa Fe and the New Mexico Water Conservation Alliance will be co-sponsoring Qualified Water Efficient Landscaper (QWEL) training March 18-22, 2013. QWEL is an approved U.S. EPA WaterSense Irrigation Auditor certification program. Landscape professionals who achieve and maintain QWEL certification and have a current City of Santa Fe business license will become approved contractors for the City of Santa Fe Water Conservation Irrigation Efficiency Rebate Program. Training is limited to 25 participants. Invitations were mailed and emailed (if available) to over 25 landscape design and installation firms.

10th Annual Children's Poster Contest:

Theme: Show Us Your Water Appreciation!

Marketing: News Release February 1, 2013

Submittal Deadline: March 15, 2013

Judging: March 26, 2013

Awards Presentation: April 24, 2013 (City Council Meeting)

Posters on Display: April 17 – May 15, 2013

This year's theme is Show Us Your Water Appreciation! The annual poster calendar is a favorite in the Santa Fe community. Winners of the poster contest receive a prize package that includes conservation kits for saving water at home. The grand prize winning poster is displayed for a year on the back of a city bus and on the calendar cover. First through third place winners are featured monthly in the calendar. The 2013 water conservation calendar is currently available at many of the City facilities including the lobby of the Water Division and City Hall. In 2012 over 375 posters submitted and the 2013 water conservation calendar 4,000 calendars distributed to community.

Results of 2012 Marketing:

- Photo Op News Alert to Local Media Outlets

Coverage:

- Front-page Albuquerque Journal North above the fold two photos and captions

11th Annual Children's Water Fiesta:

Deadline to apply: February 22, 2013

Teacher's meeting: March 28, 2013

Event: April 16-17, 2013

Students in the 4th grade from throughout the Santa Fe area are invited to spend a wonderful day learning about water! Fiesta activities cover a wide range of core curriculum areas including language arts, math, science, social studies, visual arts, and health & wellness. Presenters demonstrate water related facts, concepts and values through fun, hands-on learning activities.

Results of the 2012 Water Fiesta:

- 650 students from the Santa Fe Public School (SFPS) system attended, (~50 were Spanish speaking)
- Schools attending: Cesar Chavez, Agua Fria, Pinon, Turquoise Trail, Kearny, Eldorado, Amy Beihl, Carlos Gilbert, Sweeny

- 14 organizations donated their time and effort
- 14 activities were presented, 5 different from the previous year (Respect the Rio, EnviroScape, Santa Fe River Project Managers, Long Haul, Let's Settle This Outside)
- Media Coverage: front page cover of the Albuquerque Journal North.

2013 Mayor's Challenge for Water Conservation:
April 1- 30, 2013

The National Mayor's Challenge for Water Conservation is sponsored by a non-profit organization called the Wyland Foundation based out of California. The Mayors of participating cities ask their residents to pledge to save water online via www.mywaterpledge.com. In 2012, fifty Mayors signed on to have their city participate in the Water Conservation Challenge. Last year, the City of Santa Fe placed 4th in the population category of cities with 100,000 residents and above. The Wyland Foundation accidentally placed Santa Fe in the wrong population category; a request has been made to correct this mistake if we are to participate again in 2013. Despite competing with larger cities, such as Tucson, AZ and Greeley, CO, Santa Fe came in at 4th place showing how committed our residents are to water conservation.

Results of 2012 Mayor's Challenge Marketing:

- Announcement News Release
- Milestone News Release
- My View by Water Conservation Committee Chair (SFNM & JN published)
- :30 PSA
- Calendar Placements
- Request for Editorial Page Mention

Coverage:

- SFNM, JN, Hometown News, KSFR, KSVE, Light of New Mexico and social media broadcast on community calendars. Article by Doug Pushard in Santa Fe New Mexican Real Estate Guide.

Project WET Teacher Training:
Date: April 27, 2013

Education provides one of the best approaches to ensuring responsible behavior toward our most precious resource, water. Project WET is a water education program for teachers, with the goal of facilitating awareness, appreciation, knowledge and stewardship of water. This program includes curriculum and activities for grades k-12 designed by educators for educators to present information about water in many different formats, ranging from large and small group learning, whole body activities, laboratory investigations, discussion of water topics both local and global, and involvement in community service projects.

Marketing Outreach Accomplishments¹:

2013 News Releases and Staff Articles:

- Resolve to Save Water – January 2013
- On-going Round the Roundhouse Column – EPA WaterSense at Work
- Water Saving Tips During the Legislative Session – February 2013, Round the Roundhouse
- Energy/Water Nexus
- Water Bill Savings - Rebates
- How City Manages Drought – February 2013

¹ All Water Conservation Office marketing and coverage for 2012 -2013 is a result of the marketing contract with PK Public Relations

- Peak Demand
- Long-Range Water Supply Update
- New Website Roll-Out – Tools to Help Community Save Water
- Earth Day
- On-going Tips Reminders
- Drought Updates and Saving Water
- Focus Water Conservation messaging-monthly themes for all advertising, articles, etc.
- 2013 Campaign underway; new logo, new tag line
- Website Under Construction, roll out anticipated, 1Q 2013

Print media- ads, articles: Green Fire Times, Home Town News, Round the Roundhouse, Santa Fe Reporter, EcoSource, 2013 Visitors Guide, 2013 Annual Manual, Santa Fe New Mexican, Journal North

10th Year “Water Talk” 30 minute Radio Show on KSVE 810 am

Hosts: Joe Abeyta and Laurie Trevizo

Guests included: Claudia Borchert, Raul Martinez, Brian Snyder, Peter Ortega, Katherine Mortimer, Randall Marco, Rick Carpenter, WCC member Doug Pushard, Councilor Ron Trujillo and Councilor Peter Ives

Water Division Adopted Median:
Spring 2013

Median located at Calle Lorca and St. Michaels was re-designed in September 2012 to capture 1,200 gallons of stormwater runoff and planted with drought tolerant trees and shrubs. Planting in Fall allows for plants to establish for new Spring growth. Re-designed signage included solar lights for nighttime viewing. The success of this re-design was due to contribution of other City Offices, including the Water Division’s Transmission and Distribution, Custodial Services and City Parks employees.

If you should have any questions, please contact Laurie at 995-4223.

Attachments: Event Flyers

City of Santa Fe Water Conservation Office

2013 10th Annual Children's Water Conservation Poster Contest Call for Entries



The Water Conservation Office invites all students attending school in the City of Santa Fe, grades 1-6,

to participate in the 2013 Poster Contest.

This includes public, private, charter and home-schooled students. Students participate by submitting their original poster artwork.

Posters will be judged on water conservation message, creativity, design and clarity.

This year's theme is
Show Us Your Water
Appreciation

Entry Deadline:
March 15, 2013

Mail or Drop off Entries:
Sangre de Cristo Water Division
Water Conservation Office
801 W. San Mateo Road
PO Box 909
Santa Fe, NM 87504-0909

For more information:
Phone: 505-955-4225
www.santafenm.gov/waterconservation

Guidelines for Students:

All posters must be drawn horizontally (landscape) on 11 x 14 white poster paper. 11 x 14 poster paper is available at the Water Conservation Office upon request.

Students may use crayon, watercolor, poster paint, markers, ink, cut paper, tissue paper, and fabric. Please do not use materials that may smear, crack, or chip.

Students must work on posters individually: a poster created by two or more students will be disqualified.

Only original art work will be accepted, (no trade-marked, copyrighted materials, or reproduction of popular cartoon characters, e.g., Snoopy, Bart Simpson, etc.)

The official entry form must be secured with tape to the back of each poster.

All entries must include name of student, name of school, contact information, and parent signature.



Sabrina De Domenico
2012 Grand Prize Winner

Entries received after the deadline will be disqualified.

Guidelines for Teachers:

Discuss with your students why it is important to conserve water. Talk about where our water comes from (not the tap), our limited supply, and find simple ways they can reduce the amount of water they use every day.

Encourage your students to create a poster with one important point about how water is important to life and water conservation.

Remind students to use large lettering and only a few words. Keep the poster simple; use strong colors and heavy lines.

All posters will become the property of the City of Santa Fe and will not be returned.

Your 4th grade class is invited to attend the...

Santa Fe Children's Water Fiesta

April 16th & 17th, 2013

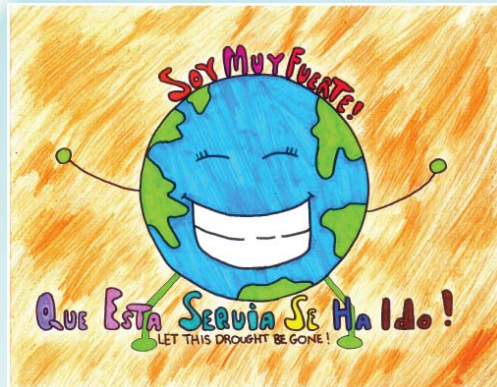
The 2013 Children's Water Fiesta...

invites students in the 4th grade from throughout the area to gather to spend a wonderful day learning all about water! Fiesta activities will cover a wide range of core curriculum areas including language arts, math, science, social studies, visual arts, and health & wellness. Presenters will present water related facts, concepts, and values through fun, hands-on learning activities.

The activities will...

Help students answer one or more of these questions:

- Where does drinking water come from?
- What makes water clean or dirty?
- How can we protect our water?
- Why is water important to life?
- How much water do we use?
- How do our actions affect water and all nature?



Fiesta Sponsored By: City of Santa Fe



CITY OF SANTA FE
Water Conservation Office
801 W. San Mateo Road
PO Box 909
Santa Fe, NM 87504-0909

Laurie Trevizo
Phone: (505) 955-4225
Fax: (505) 955-4208
ltrevizo@santafenm.gov

www.santafenm.gov/waterconservation



Santa Fe Children's Water Fiesta

Who? 4th grade students in the Santa Fe area

When? April 16th & 17th, 2013 (attendance one day only)

Where? Santa Fe Community Convention Center

Each school group...

will attend one day and participate in five activities. There will be a BYO brown bag lunch break. Buses are provided and there is not cost for participation.

4th grade teachers...

are invited to apply to bring their students to the fiesta. Space is limited so please apply early.

How to apply

Complete and return the form BEFORE FRIDAY, February 22, 2013, to be placed on the list for consideration.

Application Form

Yes, my class would like to attend! Please add me to the list!
(Application must be returned by Friday, February 22, 2013)

Teacher: _____

School: _____

Address: _____

City: _____

Zip: _____

Phone: _____

E-mail: _____

Number of students in class: _____

Number of students that only speak Spanish: _____

Day Preferred: (Circle one; please coordinate with co-teachers)

Tuesday Wednesday No preference

ADA needs? Buses, etc. _____

Qty of t-shirts: Adult med _____ lg _____ xlg _____ xxl _____

Mail to:

City of Santa Fe
Water Conservation Office
PO Box 909
Santa Fe, NM 87504-0909

Or Fax:

(505) 955-4208



QWEL Training Registration

Deadline to register: March 1, 2013

Training dates: March 18-22, 2013

Cost: \$50/person

Name _____

Company _____

Address _____

City/State/Zip _____

Telephone _____

Email _____

Service Type(s): (check all that apply)

☐ Residential ☐ Commercial ☐ Both ☐ Not for Hire

Area(s) of expertise: (check all that apply)

☐ Installation ☐ Maintenance ☐ Design ☐ Other _____

Geographic area(s) served: (check all that apply)

☐ City of Santa Fe ☐ Santa Fe County ☐ Other _____

Please make checks payable to *New Mexico Water Conservation Alliance.*

Mail registration to:

NMWCA
QWEL Training
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Demand Elasticity Project

Santa Fe Case Study General Description and Background

The City of Santa Fe was founded between 1607 and 1610 and is the second oldest city in the United States.¹ Santa Fe is the capital of New Mexico, and is located at 7,000 feet elevation in the high desert of New Mexico in the southern Rocky Mountains. The city boundaries encompass 46.3 square miles, but some of the area served by the water department is outside the city boundaries.

In 2011, the service area population was estimated at 79,627. Santa Fe typically attracts 1 to 2 million visitors a years, which affects water use. The combination of day visitors and overnight visitors increases the city's population significantly, especially during the summer months.²

In 1995, the City of Santa Fe acquired the water utility from PNM, an investor owned utility. The transition to a utility fully managed and operated by Santa Fe occurred over a multi-year period and was not complete until mid-2003.

Santa Fe is governed by an eight-member City Council. A Public Utilities Committee consisting of five Councilors oversees the water utility. Santa Fe also has a Water Conservation Committee that provides input and support for water conservation issues and programs.

Santa Fe tracks water use in the customer classes shown in Table ____ below.

Table ____

Santa Fe Number of Accounts

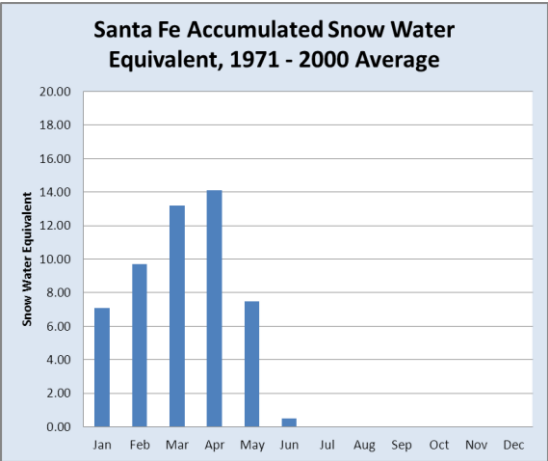
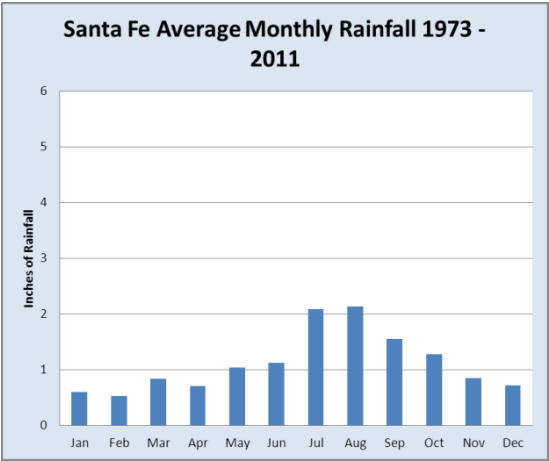
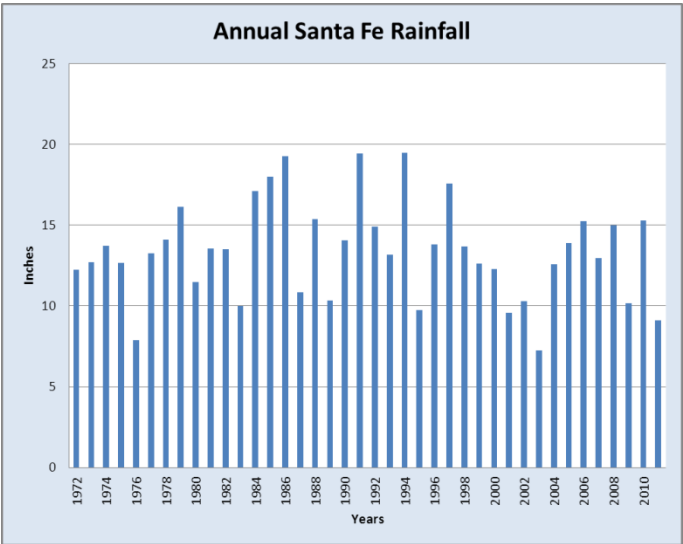
Customer Class	Number of Accounts in 2011	% of Total
Single-family residential	29,259	87.4%
Multi-family residential	387	1.2%
Commercial	3,132	9.4%
Landscape	298	0.9%
Fire	410	1.2%
Total	33,486	100.0%

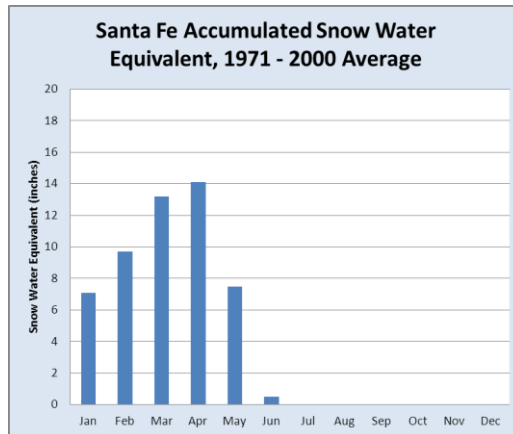
Climate pattern

Santa Fe averages 300 sunny days per year, with 14 inches of rain and 17 inches of snow annually.³ In June, temperatures rise to the high 90s. Due to the altitude, temperatures sometimes fluctuate 30 degrees in a single day. Sudden rain showers and cool evenings occur in summer and snow occurs from November through April.⁴ The winter snow pack is

an important source of water for Santa Fe. Summer monsoonal rainfall events provide much of the annual rainfall.

Figures _____, _____, _____, and _____ below, provide the annual rainfall history, the average monthly rainfall, average monthly temperatures and average accumulated snow pack for Santa Fe.⁵





Water Sources

Santa Fe presently has four water supply sources:

- ◆ Reservoirs located immediately east of Santa Fe that collect and store mountain runoff from the upper Santa Fe River watershed
- ◆ Rio Grande/Buckman Direct Diversion located northwest of Santa Fe
- ◆ Buckman Well Field located northwest of Santa Fe
- ◆ City Wells located within the City boundaries

The Buckman Direct Diversion and Buckman Well Field were developed subsequent to the 2002 drought to improve water supply reliability.

Water Conservation Program

Shortly after the transition to a public owned utility, Santa Fe began developing a broad range of conservation programs.

The conservation program elements now include:⁶

- ◆ Landscaping requirements
- ◆ Water efficiency regulatory requirements
- ◆ Water waste prohibitions with enforcement
- ◆ Effective controls on non-revenue water including water distribution system leaks
- ◆ A water rate structure that penalizes excessive water use and promotes water conservation
- ◆ A system of increasingly restrictive water use prohibitions to address progressively more severe drought water supply conditions
- ◆ Comprehensive requirements that new customers offset their new demand on Santa Fe's public water supply

Implementation of conservation programs was given a sense of urgency due to the 2002 drought. A toilet replacement effort initiated in 2002 resulted in about 10,000 toilet replacements in the first year. Santa Fe continued toilet retrofits with a demand offset

program for new connections and with financial incentives. Programs for clothes washer and hot water recirculators were begun in 2003. A rain barrel program was begun in 2004. Additional programs include waterless urinals, landscape site audits, and public information programs. (Still need info on the planning dept toilet retrofits)

A more detailed history of the water conservation program is included in Appendix ____ (presently in the Excel water use profile)

Rate Structure

We have been unable to determine the rate structure earlier than 1995. However, in 1995 Santa Fe had a two-tier, inclining block rate structure for both residential and commercial accounts. For residential accounts, in 1997 Santa Fe adopted a summer months rate rebate for very low water users, and a surcharge for large water users, effectively making the rate structure a five-tier inclining block rates structure for residential customers during the summer.

In 2000, Santa Fe adopted a rate policy with very steep drought surcharges in two tiers added to the existing rates for residential customers. A more modest, single tier drought surcharge was applied to commercial customers.

In 2006, Santa Fe rescinded drought surcharges and adopted a two-tier rate structure with a base fee determined by meter size.

Drought History

As noted in Santa Fe's 2010 drought plan:

Santa Fe's Emergency Water Regulations Ordinance was originally enacted by the City Council in June 1996 - a year of drought that followed many consecutive extraordinarily wet years. The Comprehensive Water Conservation Requirements Ordinance was passed in 1997. Both have been extensively augmented and amended subsequently. Water emergency management of customer demand was crucial during the severe drought in 2002 and the persistent drought years following.⁷

Per-capita water use declined from 190 gpcd in 1994, to 134 gpcd in 1996. Per-capita use declined further in the early 2000s, from 140 gpcd in 2001 to 116 gpcd in 2002 as water users responded to the drought by adopted water saving measures.⁸

Drought Stages

During the drought years of 2002 through 2006, Santa Fe had an Emergency Water Regulations Ordinance in place which included four Water Emergency Management Stages, each with increasingly stringent water use restrictions focusing primarily on outdoor use (e.g., landscape watering, vehicle washing, washing hard surfaces, etc.)

Table _____
Santa Fe Drought Stages, 2002-2006

Drought Stage	Description	Shortage	Compliance
Stage 1	Water Watch	Up to 15%	Voluntary
Stage 2	Water Alert	16% to 35%	Mandatory
Stage 3	Water Warning	36% to 50%	Mandatory
Stage 4	Water Emergency	More than 50%	Mandatory

Water Use Restrictions: (Except as noted, the restrictions are cumulative)

Stage 1 restrictions include elements of Stage 2 on a voluntary basis

Stage restrictions include:⁹

- ◆ Mandates landscape watering no more than three times a week
- ◆ Landscape planting requirements for new construction held in abeyance until all water shortage stages rescinded
- ◆ Planting new turf seed and sod prohibited
- ◆ Using water to clean hard surfaces such as tennis courts, sidewalks, driveways is prohibited
- ◆ One initial filling for recirculating pools/spas, non-recirculating pools may not be filled or refilled
- ◆ Non-recirculating ornamental fountains prohibited
- ◆ Vehicle washing at residences prohibited, once=per-months car washing limited to commercial and do-it-yourself car wash facilities
- ◆ Water served only on request at restaurants
- ◆ Hotels, motels, and other lodging facilities shall have a visible and aggressive program offering guests the option of not having sheets and towels changed for multiple night stays
- ◆ Non-residential restrooms, showers and locker facilities shall have water shortage announcements posted
- ◆ All commercial entities shall install low flow showerheads and faucet aerators within two weeks of effective date of Stage 2 declaration

Stage 3 restrictions include:¹⁰

- ◆ Allows watering only once a week
- ◆ Planting of all new in-ground and outdoor containerized landscaping prohibited
- ◆ Swimming pools without covers are prohibited, all pools must be covered when not in use
- ◆ Use of all ornamental fountains prohibited

- ◆ Lodging facilities shall not change sheets and towels more than once every four days for guests staying more than one night unless justified public health reason.

Stage 4 restrictions include: ¹¹

- ◆ All outdoor irrigation of turf and ground cover is prohibited (some exceptions apply)
- ◆ Use of water at commercial nurseries, sod farms and similar establishments shall be reduced by an amount determined by the governing body. Graywater may be used to irrigate fruit trees, ground covers, and ornamental trees and shrubs
- ◆ Washing of automobiles, trucks, trailers, airplanes and other types of mobile equipment prohibited. Use of water at commercial car washes or vehicle service stations shall be reduced by an amount determined by the governing body.
- ◆ Filling, refilling, or adding water to swimming pools, spas, ponds, and artificial lakes prohibited
- ◆ Watering of golf courses prohibited
- ◆ No new construction meters issued

In August 2006, Santa Fe's drought ordinance was updated to delineate two stages as shown in Table ____ below:

Table ____
Santa Fe Drought Stages, Effective 2006 to Present¹²

Drought Stage	Compliance	Restrictions
Warning - Orange	Mandatory	Landscape watering once a week
Crisis - Red	Mandatory	Restricts all outdoor irrigation using potable water

The Orange and Red drought stages have not been quantified for a specific demand reduction goal. But according to the Santa Fe utility management team, the drought program is designed to reduce overall consumption during significant drought events.¹³

Revenue Strategy during Drought

Santa Fe has used drought surcharges that penalize excess use and provide additional revenue to offset reduced water sales during a drought. The base fee in Santa Fe's rate structure provides some degree of revenue stability in drought periods. Santa Fe does not maintain a fund with reserves specifically for drought, but does have regular operating reserves that could be used short-term during a drought to offset revenue loss.

Supply Reliability Planning

Santa Fe has diversified its water supply sources in response to the 2002 drought and can now tolerate a much drier series of years without a supply shortage compared to the water supply system during the 2002 to 2006 drought.¹⁴

Santa Fe's 2008 Long-Range Water Supply Plan evaluates the need for future water supply projects based on drought year supply and different scenarios of per capita water use. Figures ____, ____ and ____ below from the plan summarize the analysis.

Figure ____
Santa Fe Drought-Year Supply¹⁵

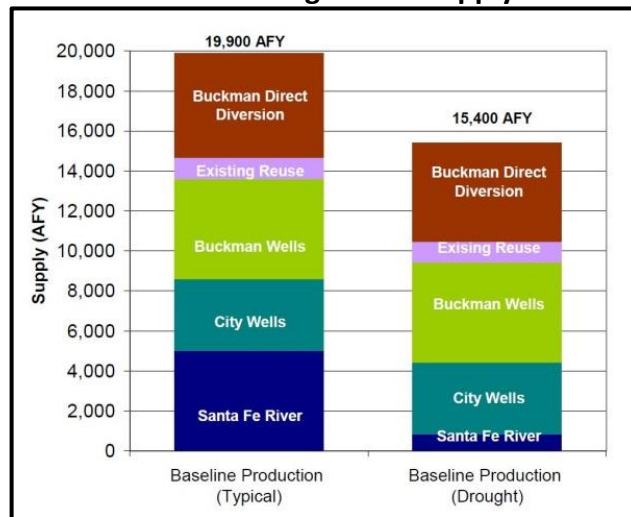


Figure ____
**Santa Fe Summary of Projected Demands
 Based on 130 gpcd Compared to Available Dry-Year Supply¹⁶**

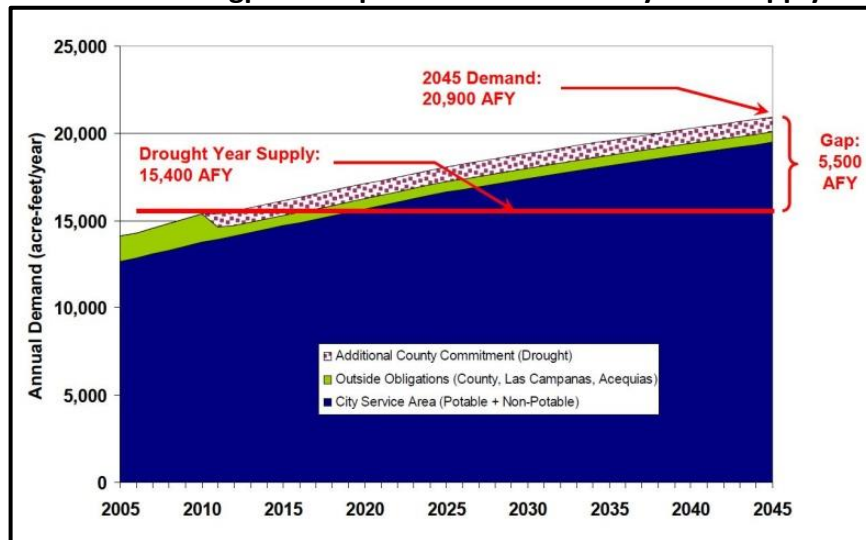
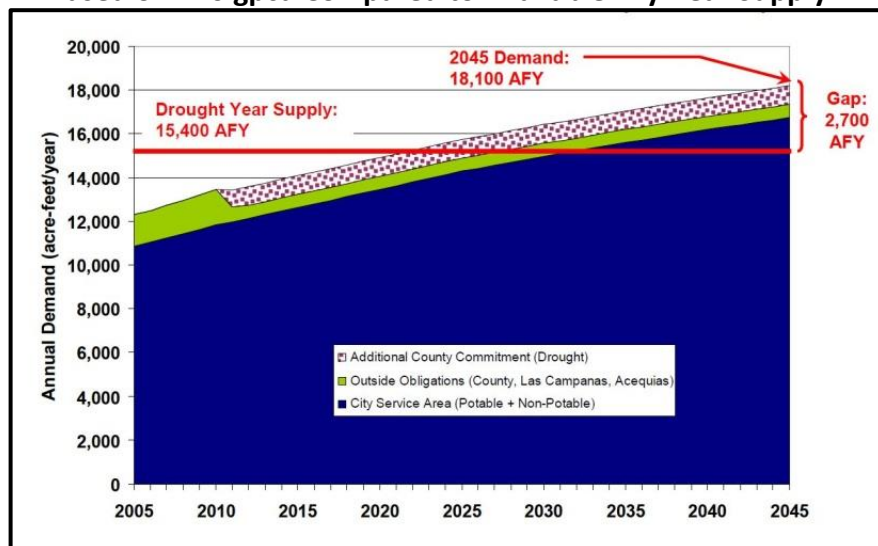


Figure _____
Santa Fe Summary of Projected Demands
Based on 110 gpcd Compared to Available Dry-Year Supply¹⁷



¹ http://santafe.org/Visiting_Santa_Fe/About_Santa_Fe/index.html

² Santa Fe Trends, 2012, p.1

³ http://santafe.org/Visiting_Santa_Fe/About_Santa_Fe/index.html

⁴ http://santafe.org/Visiting_Santa_Fe/About_Santa_Fe/index.html

⁵ National Climate Data Center

Snow pack data from SNOTEL, Santa Fe Station No. 922.

⁶ City of Santa Fe Water Conservation and Drought Management Plan – November 2010 , p. 2.

⁷ City of Santa Fe Water Conservation and Drought Management Plan – November 2010, p. 9

⁸ Excel analysis - Santa Fe Water Use Profile

⁹ Santa Fe Ordinance 2000-30, Emergency Water Regulations, Exhibit C

¹⁰ Santa Fe Ordinance 2000-30, Emergency Water Regulations, Exhibit D

¹¹ Santa Fe Ordinance 2000-30, Emergency Water Regulations

¹² City of Santa Fe Water Conservation and Drought Management Plan – November 2010, p. 38

¹³ Personal interview of Santa Fe water utility management, 12-10-12

¹⁴ Personal interview of Santa Fe water utility management, 12-10-12

¹⁵ Santa Fe 2008 Long-Range Water Supply Plan, p. 3-3.

¹⁶ Santa Fe 2008 Long-Range Water Supply Plan, p. 3-4.

¹⁷ Santa Fe 2008 Long-Range Water Supply Plan, p. 3-4.

City of Santa Fe, New Mexico

memo

Date: March 1, 2013

To: Water Conservation Committee

From: Councilor Peter Ives, Water Conservation Committee Chair

Re: Santa Fe Water Conservation Committee Rules and Procedures

The Santa Fe Water Conservation Committee was created via Resolution to carry out the following mission:

- Identify individuals to share the wealth of expertise within our community for dealing with the challenge of achieving increasing levels of water conservation
- Provide public education for all age groups within our community including Santa Fe's children and youth and; play an important role in fostering new conservation practices and tools such as household water budgets, bring environmental awareness and a sense of community.
- Consider how to increase levels of water conservation in our community; we can involve a wide range of people bringing ideas, discussing the costs and benefits.
- Provide comprehensive examination of ways in which building code provisions, construction practices and land use policies may currently impeded water conservation and provide proposals on how these items can be changed.
- And importantly, the citizens committee was created to carry out the above mission and add to or amplify current city efforts without causing a delay in City programming or implementation.

Collaboration between Committee members and water conservation staff is essential to achieve a successful and productive meeting. Committee members who wish to have an item on the agenda shall discuss the details of the item with the Chair. Given the multitude of deadlines for water conservation committee packets, items discussed with the chair will not necessarily appear on the next consecutive meeting. If the Chair is not present for any reason the Vice-Chair will run the meeting, however, meetings will be cancelled due to inclement weather for the safety of all committee members and their families.

Captions:

Captions are the one line descriptions of items to be discussed on the agenda.

Prior to captions due, the chair approves all captions and items on the agenda prior to sending the City Clerk's office for public notice approval.

Packet Material:

Packet material is all the materials that are included within the packet (letters, memos, graphs). The packet material should be sent to the committee liaison at a minimum of two calendar weeks prior to the committee meeting.

Packet Mailing:

Packets are mailed via email and the US Postal Service. Due to the time required for mailing via US Postal Service. Committee Packets are mailed the Tuesday or approximately 1 week prior to the committee meeting. This allows ample time for committee review and comment.

Public Notice:

Due to the Open Meetings Act the requirement to post a meeting agenda is 72 hours. In an effort for a more transparent City, the entire packet including all packet material is published on the City website 72 hours prior to the meeting. For this reason handouts at the meeting may not be able to be acted upon.

CITY OF SANTA FE

RULES & PROCEDURES

FOR

CITY COMMITTEES

ADOPTED BY
RESOLUTION NO. 1984-56
DATE August 8, 1984

AMENDED BY
RESOLUTION NO. 1990-16
DATE March 14, 1990

AMENDED BY
RESOLUTION NO. 2009-20
DATE February 11, 2009

INTRODUCTION

The following rules and procedures are intended to serve as a guide for the many committees which serve City government. They are not intended to replace Robert's Rules of Order. If there is a conflict between the committee rules and procedures and the enabling state statute or city ordinance, which creates the committee, the statute or ordinance shall prevail.

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Exhibit "A" Sample Agenda

List of Existing Committees

ARTICLE 1 - DEFINITIONS

For the purposes of Committee Rules and Procedures:

ADVISORY COMMITTEE	means a city board, commission or committee whose purpose is to advise the governing body on matters within the scope of its authority. Unless otherwise specified by ordinance, all city committees are advisory in nature.
COMMITTEE	means a City board, commission, committee or authority, appointed by the mayor with the approval of the City Council.
GOVERNING BODY	means the Councilors and the Mayor or the Councilors and the Mayor Pro Tempore meeting in a session duly called.
JOINT COMMITTEE	means a committee composed of members of both City and County government.
REGULATORY COMMITTEE	means a committee which has been delegated decision-making authority, either by city ordinance or state statute, or both.
SPECIAL COMMITTEE	means a committee formed by resolution (includes Ad Hoc of the governing body, whose duties and Committee & Task Force) responsibilities generally involve a specific task. When the task is completed, the committee is automatically dissolved.
STAFF LIAISON	means a member of the City staff assigned to coordinate the work of a specific committee.
STANDING COMMITTEE	means a committee formed by resolution or ordinance of the governing body, whose work is to be generally continuous and a part of the fundamental concerns of the governing body.
STATUTORY COMMITTEE	means a committee formed pursuant to state statute.

ARTICLE 2 - PROCEDURES FOR ESTABLISHMENT OF COMMITTEES

ESTABLISHMENT OF COMMITTEES: The creation of a committee requires formal action by the governing body. Statutory committees may be formed by city ordinance in compliance with state law. Departmental and special committees are formed by resolution of the governing body. Unless otherwise specified by city ordinance, all city committee members are advisory in nature to the governing body. All City Committee members, unless otherwise specified by city ordinance shall be appointed by the mayor with the advice and consent of the City Council.

ARTICLE 3 - NAME, PURPOSE, DUTIES AND RESPONSIBILITIES

Section 1. NAME: Each committee shall have a name as stated in the committee's enabling ordinance or resolution.

Section 2. PURPOSE: Each committee shall have a purpose as stated in the committee's enabling ordinance or resolution.

Section 3. DUTIES AND RESPONSIBILITIES: Each committee shall have its duties and responsibilities stated in its enabling ordinance or resolution. Duties and responsibilities include at a minimum, the following:

A. Duties and Responsibilities:

- (1) To initiate, review, and make recommendations to the governing body and City staff on matters related to its area of responsibility.
- (2) To assist administrative departments of the City in defining programs which meet the needs of the residents of the City.
- (3) To provide public information for groups interested in its area of responsibility.
- (4) If a regulatory committee, to follow all laws, procedures, rules and regulations governing its area of responsibility.
- (5) To perform other duties as the governing body may direct.
- (6) To submit reports, as required, to the governing body.
- (7) To meet as necessary, to accomplish its duties and responsibilities.
- (8) To hold public meetings and hearings at specified times under the provisions of Article X of Committee rules and procedures and in compliance with the state Open Meetings Act (Sec. 10-15-1 through 10-15-4 NMSA 1978).

- (9) To make recommendations to the governing body relative to needed policies, ordinances, and programs to achieve the committee's purposes.
- 10) To keep minutes of meetings in accordance with Open Meetings Act.

B. Committee Members Responsibilities Include:

- (1) Attending meetings when required to carry out the work of the committee.
- (2) Reviewing background material in preparation for meetings.

ARTICLE 4 - ADMINISTRATIVE RESPONSIBILITY

DESIGNATION OF STAFF LIAISON TO COMMITTEE: In order to ensure accurate communication and proper information dissemination to the mayor and city council, the public and the news media, a staff liaison to each committee shall be designated by the city manager.

ARTICLE 5 - ADMINISTRATIVE SUPPORT

Section 1. ADMINISTRATIVE SUPPORT: Coordination of secretarial and related administrative support to a committee is a function of the staff liaison, however; when authorized by the city manager, a staff secretary may be assigned to a committee and shall have the following duties and any others as may be prescribed by the chairman of the committee upon approval of the city manager:

- A. To cause the minutes of the committee meetings to be taken, transcribed and typed to provide an accurate summary of the meeting.
- B. To give notice of all meetings in accordance with these procedures and the general guidelines of the committee, to the committee members, city manager's office, and to the staff liaison seven days in advance of the meeting.
- C. To prepare agendas, reports and correspondence for the committee under the direction of the chairman, file them with the City Clerk and send a copy to the staff liaison seven days in advance of the meeting.

ARTICLE 6 - RELATIONSHIP WITH OTHER ENTITIES

Section 1. OVERALL COORDINATION: As advisory representatives of the governing body, committees shall:

- A. provide a forum for discussion and study of matters of mutual interest to other governmental entities, businesses, members of the community and members of the governing body; and
- B. identify, clarify and comprehensively plan for the solution of problems within the committee's area of responsibility.

Section 2. RELATIONSHIP WITH GOVERNING BODY:

- A. The committee is to review, recommend and advise the governing body on policy matters in its area of responsibility.
- B. All actions of a committee, except decisions of regulatory committees, governed by state statute or the City Code, are subject to approval of the governing body.
- C. No action of a committee shall relieve the governing body of its responsibilities or usurp the authority granted to the governing body, except those regulatory committees which have specific decision-making authority, set out in state statutes and the City Code.
- D. Conflicts arising as to decision-making authority versus advisory capacity shall be referred in writing to the governing body through the city manager. The decision of the governing body is final.

Section 3. RELATIONSHIP WITH ADMINISTRATIVE STAFF:

- A. Committees shall be assigned a City staff member who will:
 - (1) be assigned as staff liaison to the committee;
 - (2) attend all committee meetings;
 - (3) provide background information for use by the committee;
 - (4) advocate positions on behalf of the committee, to the governing body; and
 - (5) provide reports to the governing body at their regularly scheduled council meeting and in coordination with the city manager.

- B. The staff liaison shall not vote on committee actions;
- C. Any additional work beyond items A (1) through (5) above staff work shall be requested of the city manager by the chairman of the committee and shall:
 - (1) be in writing;
 - (2) specifically state the nature of the work required; and
 - (3) state the purpose for which the additional work is required.
- D. Conflicts arising as the relationship between a committee and city staff shall be referred, in writing, to the city manager.

Section 4. RELATIONSHIPS WITH OTHER PUBLIC AND PRIVATE AGENCIES:

- A. Committees may call upon private and public agencies for information in order to make decisions and recommendations.
- B. Committees may provide guidance and information requested by such bodies; however, this should be done judiciously, so that no action of a full committee or individual committee members can be interpreted as an official position of the governing body.
- C. Conflicts arising as to the position of a committee or a committee member and a position of the governing body shall be referred, in writing, to the governing body through the city manager.
- D. At the discretion of the committee chairman, members may undertake special assignments outside of committee meetings that are required for the efficient dispatch of its business.

Section 5. RELATIONSHIP WITH JOINT COMMITTEES: Joint committees, unless otherwise specified in their enabling legislation or agreement, or unless otherwise agreed upon by the governing body and the county commissioners, when considering city business, shall follow the procedures of the governing body.

ARTICLE 7 - MEMBERSHIP

Section 1. CRITERIA: The governing body shall consider the following in determining the composition and membership of each committee:

- A. There shall be a minimum of three members on a committee. The exact number of members shall be specified in the enabling ordinance or resolution.

- B. The length of term for each committee member shall be designated in the ordinance or resolution adopted for that committee by the governing body.
- C. All members of city committees shall be residents of the city unless otherwise specified by the governing body.
- D. The prospective committee members shall be asked before appointment if they are willing to serve on the committee. After appointment they shall be informed as to the scope of the committees work.
- E. The City of Santa Fe will strive to obtain and retain on the membership of each City of Santa Fe citizens' board, commission, and committee a geographical balance between the four voting districts for municipal elections.
- F. The Mayor is encouraged, when filling vacancies on the City's boards, commissions, or committees, to endeavor to obtain the names of qualified and interested citizens from cross-section of the community by issuing public notices requesting applications when insufficient names are readily available.

Section 2. APPOINTMENT: Committees, whether standing or special, shall be appointed by the mayor with the approval of the city council, at the organizational meeting of the governing body and at such other times as the governing body deems appropriate.

Section 3. LIABILITY INSURANCE: All members of committees are covered under the city's liability insurance program while acting within the scope of their assigned duties.

ARTICLE 8 - OFFICERS

Section 1. NUMBER OF OFFICERS: Officers shall consist of a chairman and vice chairman.

Section 2. METHOD OF SELECTION: The mayor, with the approval of the city council, shall designate the chairman of each committee; the vice chairman shall be designated by the chairman, unless the enabling legislation specifies otherwise.

Section 3. DUTIES OF OFFICERS: The following duties shall be undertaken by the respective officers with the right to delegate duties to other committee members being reserved to the chairman.

***NOTE:** Article 7 - Amended by Resolution 1990-16
Approved on March 14, 1990

A. The Chairman's duties are to:

- (1) preside at committee meetings.
- (2) call special meetings.
- (3) make appointments to subcommittees, or task force groups.
- (4) represent the committee in public and to speak and act on behalf of the committee.
- (5) execute reports on behalf of the committee.
- (6) take initial action on directives from the governing body.
- (7) establish the agenda for committee members.
- (8) authorize special assignments for committee members.
- (9) inform the committee of results of all committee reports or recommendations to the governing body.
- (10) communicate to the governing body actions and recommendations of the committee through the city manager by memorandum or report signed by the committee chairman or his designated.

- B. The Vice Chairman's duties are, in the absence of the committee chairman, to assume all duties and responsibilities of the chairman.

Section 4. TERMS OF OFFICE: Committee officers shall serve for a period of one year unless they are removed from office or are no longer in office due to resignation or illness, or unless the enabling legislation specifies otherwise.

ARTICLE 9 - REMOVAL, RESIGNATION AND VACANCIES

Section 1. REMOVAL:

- A. Any member of a committee may be removed by the mayor with the approval of the city council, with or without cause, unless otherwise provided for by the enabling legislation.
- B. After three consecutive unexcused absences a committee member shall be automatically removed and notified thereof by the chairman.

Section 2. RESIGNATION: Any member of a committee may resign his post or membership upon notification, in writing, to the committee chairman and the mayor.

Section 3. VACANCIES: Notification of occurring vacancies shall be given to the mayor by the committee chairman through the city manager's office.

- A. Upon a vacancy occurring in the office of the committee chairman, the vice chairman shall automatically become chairman for the balance of the unexpired term, unless otherwise stated in the enabling legislation.
- B. Vacancies shall be filled in the same manner as initial appointments and shall be for the remainder of the unexpired term.

Section 4. EXPIRATION OF TERM: A member of a committee whose term has expired continues to serve until such time as his or her successor is appointed.

ARTICLE 10 - MEETINGS

Section 1. REGULAR MEETINGS: Notification to committee members of regular meetings shall be made by the committee's staff liaison, or the designated person to do this task, at least seven days prior to each regular meeting and such notification shall be in the form of the committee's agenda following a format provided by the city manager. (See Exhibit A). The agenda shall be filed with the office of the city clerk and a copy shall be sent to the person designated by the city manager as overall committee liaison. The date, time and location of the meeting shall be posted at City Hall. Committee members may be notified of regular meetings by the staff liaison by telephone. All meetings held for the purpose of discussing public business, shall be in compliance with the Open Meetings Act (10-15-1 through 10-15-4 NMSA 1978).

Section 2. SPECIAL MEETINGS: Special meetings may be called by the committee chairman or in his absence by the vice chairman, or at the request of the city manager.

- A. Notice of meetings so called shall be made in writing by the chairman to all members with the purpose for the meeting so stated.
- B. The calling of special meetings shall allow at least five days notice prior to the meeting date.
- C. Meetings of an emergency nature may be called by the chairman notifying members by phone or in person stating the emergency nature of the special meeting. Such meetings are not subject to a prior notice time requirement but the media must be notified and the meeting is subject to the provisions of the Open Meetings Act.

Section 3. JOINT COMMITTEE MEETINGS: Unless otherwise agreed upon by the governing body and the county commissioners, joint city/county committees shall follow the standard city rules and procedures when considering city business.

Section 4. QUORUM REQUIREMENTS: Unless otherwise specified in committee's enabling legislation, a majority of the regular committee members shall constitute a quorum for the transaction of official business.

Section 5. OPEN MEETINGS ACT: All meetings of committees are subject to the Open Meetings Act.

ARTICLE 11 - VOTING

Section 1. VOTING PRIVILEGES: Committee members shall have the privilege of voting on matters or questions before the committee.

Section 2. MANNER OF VOTING: Voting shall be conducted in the following manner:

- A. A majority of the members shall constitute a quorum.
- B. Each member, excluding the chairman, shall have one vote. The chairman may vote only in the case of a tie or when his or her vote will provide the necessary number of votes required by law for taking action on an issue before the committee.
- C. When a quorum is present at any meeting, the vote of a majority of members present shall decide any questions brought before such a meeting, except when extraordinary majorities are required as determined by Robert's Rules of Order
- D. Telephone polls or proxy voting are not a valid method of voting.

***NOTE:** Article 11 Amended by Resolution 2009-20
Approved on February 11, 2009

ARTICLE 12 - RULES OF PROCEDURE FOR AGENDAS

Section 1. PROCEDURES: All committee meetings shall be conducted in accordance with Robert's Rules of Order.

Section 2. AGENDA: A typed agenda shall be prepared for each meeting and copies shall be distributed by the chairman, or his designee, to all members of a committee, the city clerk's office, and the committee liaison. The agenda shall include, at a minimum:

- A. Roll Call
- B. Approval of Minutes
- C. Reports of Officers, subcommittees and task force groups
- D. Unfinished business
- E. New business
- F. Adjournment

ARTICLE 13 - MINUTES

In accordance with the state Open Meetings Act (Sec. 10-15-1 through 10-15-4 NMSA 1978), any

"... board, commission or other policy-making body shall keep written minutes of all its meetings. The minutes shall include, as a minimum, the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken which show how each member voted. All minutes shall be open to public inspection. Draft minutes shall be prepared within ten working days after the meeting. Minutes shall not become official until approved by the policy-making body. . ."

"The Compliance Guide for New Mexico Public Officials and Citizens" put out by the Attorney General says the following:

"All public bodies subject to the provisions of this Act are required to keep minutes of all open meetings. The minutes of meetings closed pursuant to the specific provisions of this Act or minutes of meetings not subject to this Act do not have to be kept. Minutes of open meetings shall record at least the following information:

- (a) the date, time and place of the meeting;
- (b) the names of all members of the body in attendance and a list of those members absent;
- (c) a statement of what proposals were considered;
- (d) a record of any decision made by the body and of how each member voted at each vote."*

*Note from Compliance Guide: "...the Attorney General would advise that this requirement would apply only to votes ordinarily taken by roll call in accordance with the rules of parliamentary procedure and does not require a roll call on each vote" ...

EXHIBIT "A"

SAMPLE AGENDA

Name of Committee
Location of Meeting
Date of Meeting
Time of Meeting

I. PROCEDURES

A. Roll Call

B. Approval of minutes of previous Meeting (dates, if applicable)

II. REPORTS

A. Officers of Committee
1. List individual items
2.
3.

B. Subcommittees
1.
2.
3.

III. UNFINISHED BUSINESS
1. (list topics)
2.

IV. NEW BUSINESS
1. (list topics)
2.
3.

V. ADJOURNMENT