



## **AGENDA**

**The City of Santa Fe  
And  
Santa Fe County**

CITY CLERK'S OFFICE

DATE 1/24/18 TIME 11:33

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### **Buckman Direct Diversion Board Meeting**

**THURSDAY, February 1, 2018**

**4:15 PM**

**CITY HALL**

**CITY COUNCIL CHAMBERS**

**200 LINCOLN**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF CONSENT AGENDA
5. APPROVAL OF MINUTES FROM THE DECEMBER 7, 2017 BUCKMAN DIRECT DIVERSION BOARD MEETING
6. REPORT ON JANUARY 29, 2018 FISCAL SERVICES AUDIT COMMITTEE (FSAC)

### **INFORMATIONAL ITEMS**

7. Monthly Update on BDD operations. (Michael Dozier)
8. 2017 BDD Public Relations Outreach Events and Tours Summary (Bernardine Padilla)
9. 2<sup>nd</sup> Quarter Financial Report. (Mackie Romero)
10. Request approval of the City-County Cost Share Agreement for Buckman Direct Division BS2A Photovoltaic System (Shannon Jones and Marcos Martinez).
11. Report from the Executive Director. (Charles Vokes) **VERBAL**

## **CONSENT AGENDA**

12. Request for the approval of a Professional Services Agreement in the amount of \$49,924.00 plus applicable gross receipts tax, for the BDD Security System Repair Project; Intra Works, Inc. (Mackie Romero)

## **DISCUSSION AND ACTION**

13. Report on Citizen Member and Alternate Citizen Member terms and appointments. (Nancy R. Long)

## **MATTERS FROM THE PUBLIC**

## **MATTERS FROM THE BOARD**

**NEXT REGULAR MEETING: Thursday, March 1, 2018 @ 4:15pm**

## **ADJOURN**

### **Executive Session**

In accordance with the New Mexico Open Meetings Act NMSA 1978, §10-15-1(H)(7), discussion regarding threatened or pending litigation in which the BDDDB is, or may become, a participant, including without limitation: Discussion regarding Diversion Structure issues. (Nancy R. Long)

### ***End of Executive Session***

**PERSONS WITH DISABILITIES IN NEED OF ACCOMODATIONS, CONTACT THE CITY CLERK'S OFFICE AT 505-955-6520, FIVE (5) WORKING DAYS PRIOR TO THE MEETING DATE**

**MINUTES OF THE**  
**THE CITY OF SANTA FE & SANTA FE COUNTY**  
**BUCKMAN DIRECT DIVERSION BOARD MEETING**

**February 1, 2018**

1. This meeting of the Santa Fe County/City Buckman Direct Diversion Board meeting was called to order by Councilor Peter Ives, Vice Chair, at approximately 4:15 p.m. the City Council Chambers, 200 Lincoln, Santa Fe, New Mexico.
2. Roll was called and a quorum was present with the following members present:

**BDD Board Members Present:**

Commissioner Henry Roybal, Chair [4:30]  
Councilor Peter Ives  
Councilor Carmichael Dominguez  
Ms. Denise Fort, Citizen Member  
Commissioner Anna Hamilton

**Member(s) Absent:**

None

Mr. Tom Egelhoff [non-voting]

**BDD Board Alternate Members Present:**

Councilor Michael Harris [City alternate]  
Mr. J.C. Helms [Citizen Alternate]

**Others Present:**

Charles Vokes, BDD Facilities Manager  
Nancy Long, BDD Board Counsel  
Mackie Romero, BDD Financial Manager  
Bernardine Padilla, BDD Public Relations Coordinator  
Randy Sugrue, BDD Senior Charge Operator  
Christi Manzanares, BDD Administrative Assistant  
Debra Harris-Garmendia, BDD Fiscal Administrator  
Michael Kelley, County Public Works  
John Dupuis, County Public Works  
Rick Carpenter, City Water Resource Department  
Shannon Jones, Public Utilities  
Cheryl Vokes, Citizen  
Erminia Tapia, City Mayor's Office  
Bruce Frederick, County Attorney  
Marcos Martinez, City Attorney

### 3. Approval of Agenda

COUNCILOR IVES: Staff, are there any changes to the agenda?

CHARLES VOKES (Facilities Manager): Mr. Chair, members of the Board, welcome. We have a couple of changes. One is item number 7, Mr. Michael Dozier is not able to be here so Mr. Randy Sugrue is going to stand in for him. The second item is number 10, if we can strike the "request approval of" and put "report on" for item number 10.

And those are all of the changes that I have.

COUNCILOR IVES: Any changes from the Board?

COUNCILOR DOMINGUEZ: I'll move for approval as amended by staff.

COUNCILOR IVES: Is there a second.

BOARD MEMBER FORT: Second.

COUNCILOR IVES: Any further discussion?

**The motion passed by unanimous [4-0] voice vote.**

### 4. Approval of Consent Agenda

#### **12. Request for the approval of a Professional Services Agreement in the amount of \$49,924.00 plus applicable gross receipts tax, for the BDD Security System Repair Project; Intra Works, Inc.**

With no changes offered, Councilor Dominguez moved to approve. His motion was seconded by Commissioner Hamilton.

**The motion passed by unanimous [4-0] voice vote.**

### 5. Approval of Minutes: December 7, 2017

With no changes offered, Commissioner Hamilton moved to approve. Her motion was seconded by Ms. Fort.

**The motion passed by unanimous [4-0] voice vote.**

### 6. Report: January 29, 2018 Fiscal Services Audit Committee (FSAC)

COUNCILOR IVES: Welcome Mackie.

MACKIE ROMERO (BDD Financial Manager): Thank you. Mr. Chair, members of the Board, a Fiscal Services and Audit Committee was held on January 29<sup>th</sup>. In attendance was myself, BDD Financial Manager, Debra Harris-Garmendia, BDD Fiscal Administrator, Charles Vokes, BDD Facilities Manager and from the County we had Commissioner Hamilton, from the City we had Andrew Lederman, Water Resource Coordinator, and Ginny Selvin from Las Campanas Water & Sewer Cooperative.

I provided an update on the BDD audit and we discussed the late submission of the financial report to the State Auditor. We will continue to work closely with the auditors and City finance staff as well as provide status updates to the partners and the Board. We discussed the second quarter financial report which I will also present to the Board. The cost sharing agreement and the inner works for our security system repair projects. There were no major issues or concerns in our discussions of these items. Are there any questions?

COUNCILOR IVES: Questions? There do not appear to be any. Thank you very much for the report.

MS. ROMERO: Thank you.

## **INFORMATIONAL ITEMS**

### **7. Monthly Update on BDD Operations**

COUNCILOR IVES: This is presented by Randy. Randy, thank you for coming.

RANDY SUGRUE: Thank you. Mr. Chairman, members of the Board, I am Randy Sugrue, the Senior Charge Operator at Buckman. And our January operations report, we had groundwater diversions averaging 4.42 million gallons per day, drinking water deliveries through our 4A, 5A booster stations at an average of 4.1 million gallons per day. Item c, there is an error in the decimal point, delivery to Las Campanas should read an average of .026 million gallons per day. At our onsite treated and non-treated water storage .06 million gallons per day average.

BDD provided approximately 62 percent of the water supply to the City and County for the month and our year-to-date million gallon diversions are depicted below. This month through about the 15<sup>th</sup> was 88.5 million gallons. Are there any questions?

BOARD MEMBER FORT: Mr. Chair.

COUNCILOR IVES: Yes.

BOARD MEMBER FORT: On the chart, the comparison of the average monthly, that would be every month of the year and January has lower water use; is that right?

MR. SUGRUE: That's correct and this is essentially through the 15<sup>th</sup> of December through the 15<sup>th</sup> of January so December is generally a little lower average certainly.

BOARD MEMBER FORT: I guess I've got a – well, I didn't want to interrupt during the report, you've got some more pages but I would like to have some discussion of how the year is looking in terms of – I've noticed a lack of precipitation in my neighborhood maybe others have had snow [laughter] and so I'd like to hear something about reservoir levels and so on.

MR. SUGRUE: Let me defer to the Water Resource Department, if I might, Rick, he's got much more informed information.

RICK CARPENTER (Water Resource Department): Yes, Board Member Fort, do you have any specific questions or do you just me to summarize where we're at and what we're looking at?

[Chair Roybal arrives at this point]

BOARD MEMBER FORT: I'd like what the predictions are in terms of any rain throughout the rest of the year or the monsoon season but I'd just like to know in terms of City water use from San Juan-Chama water and other sources and how it's going to be effected and that would mean the reservoir levels would be relevant in that.

MR. CARPENTER: Sure. I'll start with just the City and then we'll talk about San Juan-Chama and how that might relate to the Buckman Direct Diversion project. Nichols and McClure are a little lower than we'd like them to be this time of year. We went back into Article VII so have stored our pre-Compact pool so we have that water stored. We're not counting on a very good winter. We are already in February and it's just looking bleak. La Niña is predicted to stay into effect at least through late spring. The only other question now is do we get any relief from a monsoon?

In our local reservoirs is about as good as we can make it for now. This story is much better at Abiquiu, El Vado and Heron with regard to our San Juan-Chama allocations. As you may recall, we have a little over 15,000 acre-feet stored between Heron and Abiquiu. We don't have anything in El Vado right now but that's normal for this time of year. So that's a lot of water to have in storage. That will last us for many years. We have 5,230 acre-feet in Heron and we're going to leave it there as long as we can and the reason is that we don't incur evaporative losses as long as that water stays in Heron even though it is allocated to the City and to the County.

Las month we received another 2,900 and I think 90 acre-feet for 2018 deliveries which is huge for this time of year and I think that's because the Bureau of Reclamation is anticipating that they won't be able to deliver much more – but maybe, we'll see. But that's still 2,990 acre-feet on top of the 5,230.

So in terms of storage San Juan-Chama water, we're looking very good. And I don't anticipate that wet water and storage would become a problem for the Buckman Direct Diversion project at all.

The only problem that I can foresee is that if we don't get a very good monsoon, MRGCD is anticipating running out of their water in about June or early July. So the only other carriage water, I'm anticipating there won't be much native flows by that time of year in the Rio Grande, the only other carriage water would be is whether or not Albuquerque is calling for their water. If they're not, they won't be enough carriage water for us to call for our water without incurring significant carriage losses ourselves. So for those months, August, September maybe early October, we'll have to see how it flows in the river but I don't anticipate significant issues.

BOARD MEMBER FORT: [microphone is off] – but just to clarify, why would Albuquerque not be calling for carriage water? Would they be using more groundwater?

MR. CARPENTER: They have a lot of well water. They have been resting their wells just like we have and certainly relying on surface water. And for the same reasons, if there is not a lot of native waters or if no other contractors are calling for San Juan-Chama water, they don't want to incur those carriage losses either.

BOARD MEMBER FORT: And, Mr. Chairman, if you would indulge me for one more question. As a citizen I just have an opportunity to ask these. Will the City and County be looking at water conservation measures in light of the drought or do we expect outdoor residential use to continue the same? I guess the people who won't be on the Council won't want to answer that – maybe no one will want to.



CHAIR ROYBAL: Thank you, Councilor Ives.

COMMISSIONER HAMILTON: Just for clarification, I think the expected shift is to a neutral model not to El Nino, correct? I mean notoriously monsoon is poorly correlated with almost everything. It is very hard to predict.

CHAIR ROYBAL: Okay, thank you. Thank you Commissioner Hamilton. Any other questions? Thank you, sir.

## **8. 2017 BDD Public Relations Outreach Events and Tours Summary**

BERNARDINE PADILLA (BDD Public Relations Coordinator):

Chairman Roybal, members of the Board, I just wanted to bring you a few pictures from our tours this year and our events because I think you'll get a better understanding through the pictures and we got some really good ones this year.

BDD provided outreach to over 5,200 people in 2017 which we were pretty surprised about. That includes our events and tours both in that number. The number of people that came through our doors was 841 visitors that actually passed through our doors. Out of that 841, 387 people came through our doors in October and most of that was through the Water Conservation Passport Tour. So that was a huge number in four weeks. Our total student outreach was about 3,600 and that included both tours and events. We had a total of 35 tours that we provided at BDD and that ranged from elementary school to university level to industry professionals, and also included two international tours; the Ukrainian and Mexicans. The Mexican Water Authorities, these were managers from each of the states in Mexico plus the very high up Mexican water authority president. Our tours include both private and public schools and we tailor each tour per the grade-level of the class that comes in and we just try and address their needs. We encourage emphasis on science, technology, engineering and math. And we focus on what skills that these students will need to further careers in water treatment or environmental science and we talk about it throughout the whole tour. We give them reminders about why it is important to study math, science, so forth.

This is the Rio Grande School and this is the 4<sup>th</sup> grade class that participated in an international program called Dia del Rio out of Texas and they provide all the testing equipment. They did different things, such as pH testing and titration and so forth. So we just sort of took them through the plant and toured the diversion and then we helped them get started with their experiment and then they went off on their own. So that was a really cool program.

We also toured the Santa Fe Girls School twice, they came in two different times. This is one of our more advanced schools. They follow a very specific environmental science curriculum and they've come to our plant about three years now and it's always a pleasure to have them.

We try to focus our tours on not only on education but having fun and we encourage them to ask as many questions as they want and take pictures so that they can remember their visit to BDD and then explain to their parents what they learned and what they did.

A big component of our tours is continuing education with various colleges and education programs in the area, such as Santa Fe Community College, the National Park Service, New Mexico Water and Wastewater Short School. We also had UNM, Las

Vegas Highlands and in the past we have also had Texas A&M come through and we're part of their curriculum. We also provided, as I said earlier, the international tours and a lot of governmental tours, such as, the Bureau of Reclamation. We've had the County come out a few times. Just different governmental agencies.

In our community outreach, we don't do that many but when we do, it's usually a large group. Like the City of Santa Fe Recreation program. There are 500 kids that participate in that program. At the end of the summer recreation day, there's about 500 kids and about 50 adults that are participating and they need water. They're at the park all day long. And so we provided that water tank for them and that was in collaboration with the Water Department. The Century Bike Ride we provide water for 3 to 5,000 people at that ride and those are people from all over the United States that come for that event. And then also the golf tournaments, there's about 170 golfers at each tournament.

In the fall, we participated in the kids' water fiesta and BDD's experiment was sedimentation and filtration and we saw 250 kids in two days. And we had about six staff members participating. So it's pretty exhausting but it's pretty fun as well.

BDD's vision is to provide valuable information and encourage fun, hands on learning through educational tours and interactive community events with hopes to inspire these students to consider careers in the water industry. That's one of our biggest focuses. We want them to think that science and math and chemistry and water technology is fun and we show that with the operators with the way they talk to the kids and explain their job and how they really enjoy doing their job. So it's pretty easy.

And that leads us to or that leads me to the staff at BDD. Our tours and participation in these events are only possible because of the expertise and the interest of the BDD staff who want to participate and they want to share their education. So recently we were just awarded the New Mexico Water and Wastewater Association awards and BDD received the Presidential Award for most improved facility recognizing our tours. They happen to be on a tour the same day that some of the kids were going through. So we had three tours simultaneously going through at the exact same time. I had one tour in the classroom doing their presentation. One tour of kids was going through the plant and then we had the Short School operators doing a tour. So we had a lot of staff operating those tours and they were pretty impressed on the coordination and how we were able to juggle that. And so that was pretty cool because they saw us doing it and then we were nominated for that award. They really didn't know what category to put us in for that award so they gave us the Presidential Award. And then Randy Sugrue, who you just heard from a bit ago, he received the Outstanding Operator of the Year Award for taking initiative and coordinating the BGAC backwash optimization and testing project. He sort of, along with the other operators, helped manage that. So that was pretty cool that we got two awards at that event.

I just wanted to say that this highlights some of our tours and our outreach and we look forward to participating in more events in 2018 and I hope to bring you higher numbers next year. Thank you for supporting us in our tours and outreach and if you have any questions, I am happy to answer them.

CHAIR ROYBAL: Councilor Ives.

COUNCILOR IVES: I don't really have a question. But thank you for all the good and hard work and congratulations on the awards. It certainly sounds like apt recognition for good service. So, bravo.

MS. PADILLA: Thank you.

CHAIR ROYBAL: Thank you, Councilor Ives. Councilor Dominguez.

COUNCILOR DOMINGUEZ: Thank you, Mr. Chair. I want to thank you for your work as well. There was a time when nobody really knew about the BDD except for those folks who were engaged and part of the project and so when we created the position I think it is exactly what we were looking for in terms of education and kind of starting to get the word out in the community if you will and bringing in different groups in the community and even outside of the community obviously to tour and learn more about the BDD. And I certainly also appreciate the emails that you send with articles because I certainly have learned a lot about what other folks are doing around the country or the world with that. So the question that I have is that, all funding challenges aside, what do you think the future looks like for this kind of work?

MS. PADILLA: Well, I think we're going to get busier to tell you the truth. And the more awareness that we get in the public especially to the schools we're really going to get more repeat visits. Like I said, the Girls School has come three years in a row. Texas A&M has come two years in a row and they come every two years. I think they're going to come this summer. It should be on their schedule and they have to take that – in order to get their degree they have to go on this tour that starts from the headworks in Colorado all the way down to Texas and they stop at different cities and we're one of the stops. So I think we're going to be a little bit busier and luckily we have more staff onboard to participate because it takes a lot of us. I do the coordination and get everybody onboard and organize the room and juggle the tours. The Passport program I coordinate with the Water Conservation Department. They do a majority of that coordination. But when they're on our site, our plant, I need to have permission slips and waivers signed, consent to photo, that type of thing and so I think the more that people understand who we are and what we do, we're going to get more visibility and more repeat visits.

COUNCILOR DOMINGUEZ: So is there a tipping point that you see kind of coming up relatively quickly? The reason I ask is that because obviously the more there is to do the bigger, the more support staff you need so on and so forth and so – I mean I'm not talking just about you and your position. I'm talking about the BDD in general.

MS. PADILLA: Right. I envision that hopefully we can get a bigger department. I was talking to Chuck about this yesterday and how I would be excited to have a program as big as Denver Water or San Antonio Water and I follow them because they do amazing things and tie in to the museum in their area. They also have an intern program where high school and college students are allowed to be in the facility and work with the lab and do testing and shadow the operators and that actually would be one of my goals in the future. We don't have the money budgeted right now but we've talked about that. And a lot of our staff would love to have interns. It's just a process with the City that we've had a little struggle with trying to figure out how to get those interns in. Daniela had a couple of interns the year before last, I believe, she had a few interns cycle through and it was a process to get them through. But it would be amazing if we could get those kids through.

I also, back in the day, also talked to Mr. Sanchez, Mr. Chris Sanchez at Community Youth Services and he and I discussed working with the juveniles in Santa

Fe that are high risk juveniles who don't like to go to school; who don't do well in school. They just, you know, prefer not to do that. And if they get hands on experience with water treatment and what a great career it is. Whether it's operations, maintenance, environmental science – trying to get them to have that focus and realize, okay, if I learn that or chemistry I can actually apply it on the job. And so we have talked quite a bit about that but we haven't really implemented anything because then he got promoted and Chuck and I actually presented to the board as well and so they were very interested in that program.

COUNCILOR DOMINGUEZ: Well, Mr. Chair, I just, again, thank you very much for that information. Thank you for the presentation and I think that it speaks to the success and hard work that staff has done to make BDD not only a reality – I remember when I first got on, you know, there was really – we didn't even know if BDD was really even going to happen. But we've kind of gone so far in that amount of time and I'm glad to see this kind of stuff happening. And, again, I just thank staff because I really think this speaks to the work that staff has done to promote the BDD and make it work and all of the other things that go into that. Thank you, Mr. Chair.

MS. PADILLA: Thank you. Thank you, Councilor. And as you mentioned that, I remember my first day when I got introduced at the Board and Commissioner Stefanics asked me the question of what my vision was and how I planned to do it. So we're getting there – baby steps but we're getting there.

CHAIR ROYBAL: Member Fort. Thank you, Councilor Dominguez.

BOARD MEMBER FORT: I enjoyed the report. In the case in which the Board was providing bulk water for a bike ride and for another event, I would love to see that kind of event [microphone is off] perhaps at an environmental event.

MS. PADILLA: As long as we know about it we definitely can participate. It's in coordination with the Water Department and they have two tanks right now and we're looking to get our own tank. Chuck and I have discussed getting our own. I have so many ideas. I am one of those visionaries and I come to Chuck and I tell him, I have an idea Chuck, what do you think about this? And he just looks at me and thinks, oh my gosh, what does she want now. So the water tank we coordinate with the City and they actually do a lot more water outreach because they hold the water tank at their facility. And then I help coordinate for these large events when they need me to.

So I went to the golf tournament and I went to a couple of them and I took water bottles and I took an ice chest, they were iced down. The golfers were really excited. And I went home and I thought about it and I told Chuck the next day, you know what we should do? We should have a water dispenser refill station on the golf course at two different sites. If they already have their water bottle they could just refill it. And I talked to Jennifer Romero at the golf course and I told her my idea and she told me, oh I'm sorry we don't have that kind of budget. I don't have that kind of money. And I go, well, I will pay for it as long as I get to put my logo on it. That's the whole point. Because we've looked into other marketing outreach and it's just so expensive to market anything and it's a onetime marketing event like the music on the plaza, the Summer Scene. It's like \$1,500 to sit there for one day and hit people. I told them no. I want to spend that \$1,500 elsewhere where it is long term and that water stays there and people always know that that's where it is coming from. Plus we're neighbors. It's like a good neighbor thing. And Chuck, he thought it was a great idea so that's our next project that I

am hoping to implement this summer where we get a water dispenser over at the golf course. And then another co-worker suggested, well, what about the baseball fields and what about the plaza and what about Ft. Marcy for the Fiestas. So in the budget I requested nine water dispensers and it didn't get approved yet but we can do one a year because they're not cheap. Those water dispensers are between 7 to \$9,000 each. So I know it's ridiculous. But we have a vision and we're working towards that and we want to provide the water to large events where sometimes we can't always be there but we'll have the dispensers.

BOARD MEMBER FORT: The Pilgrimage to Chimayo is another place where an awful lot of water bottles are used and it would be nice to provide some water along the way for pilgrims.

MS. PADILLA: That's a great idea and then people wouldn't be throwing their empties on the ground.

CHAIR ROYBAL: Thank you, Member Fort. Commissioner Hamilton.

COMMISSIONER HAMILTON: This is actually pretty exciting. You have lots of ideas. When you were talking about interns, that's actually a fabulous idea. I thought I would throw out that not that the programs, the initiative be directly combined but the County has an internship program and we run it every summer. And has some of the same motivations of being able to provide high school and college students with direct work experience and expand their horizons and they're paid programs. And I don't know if the City has an intern program, but there are two programs going on and I don't know if there is some way that that might help facilitate a program at BDD. It's a great idea though.

MS. PADILLA: Thank you for letting me know. Maybe we can call somebody and see what their protocol, policies and procedures are and maybe we can adopt them at BDD because I think that would be a great project.

COUNCILOR DOMINGUEZ: If I can, Mr. Chair.

CHAIR ROYBAL: Councilor Dominguez.

COUNCILOR DOMINGUEZ: We don't have a formal internship program or even policies, maybe we have some but I know that we have in the past funded for internship positions in different parts of the City so maybe it's something that the City can even steal from the County and I don't know how formal it is at the County -- if it's just something that the County Manager manages or if there's an actual --

COMMISSIONER HAMILTON: And I think there are some procedures. I can't in all honesty, you know, being a scientist you're suppose to know what you know and know what you don't know, so I can't in all honesty say I know exactly how formal it is. But we do have a process that has been relatively consistent with some policies involved in it that would not be hard to find out. It is run through HR and has some level of structure associated with it. So that would be great.

MS. PADILLA: Thank you. That's a great idea.

CHAIR ROYBAL: Was that it, Commissioner Hamilton?

COMMISSIONER HAMILTON: Yes, thank you.

CHAIR ROYBAL: Thank you. And I'd like to just echo a lot of the comments that were made. It's great how many tours you guys have and that it's going to get even busier next year. I think that it is a great program that we can involve the youth in and get them that understanding of that type of work in science. I know that

Commissioner Hamilton does that for living, water science, but I think that's great to get these kids engaged this young and I'm excited to hear we're going to be doing more.

I did have a question, just out of curiosity the dispensers that you'll be getting, do you know how long those will last for, the life expectancy? Probably awhile right?

MS. PADILLA: Well, I would say so. It's like the dispenser that we have here down the hall where you can fill up your bottle, it's that type. Those are for indoor but the outdoor ones they're like these tall green dispensers and you can have either just the bottle refill or you can have the water fountain with the bottle refill and there's even some with little doggy spouts from the bottom which there's not a lot of dogs on the golf course so we're not going to do that.

CHAIR ROYBAL: Congratulations on this year's outreach and I look forward to seeing how you guys expand next year. Great job.

MS. PADILLA: Well, thank you and I hope to see you guys on some of our tours too. So maybe I'll invite you if you'd like to participate. Thank you.

## **9. Second Quarter Financial Report**

MS. ROMERO: Mr. Chairman, members of the Board. This report is to update the BDD Board and our partners on our second quarter financial position as of December 31, 2017. So if you flip to the report I have presented our adopted budget, our first and second quarter expenses, our encumbrances and our projected expenses. I have separated salaries and benefits and litigation costs for a more detailed analysis and based on our current budget overview, we are on track for spending 91 percent of our adopted budget. The report also presents a detailed billing of our fixed and variable costs which are currently pending billing to our partners for reimbursement. On our second page of the report I have presented are other funds and their cash balances. I have our emergency reserve fund which currently has a cash balance of \$2,009,965 which includes any interest earned. Our major repair and replacement fund has a cash balance of \$1,657,305. This balance does not include the current year partner contributions or any transfer of funds authorized for expenditure by the BDD Board.

I've also provided a budget overview of funds authorized from the major repair and replacement fund. We have first and second quarter expenses and the encumbrance balances. Are there any specific questions on the report?

CHAIR ROYBAL: Councilor Dominguez.

COUNCILOR DOMINGUEZ: Thank you, Mr. Chair. Mackie, thank you very much for this information. I just want to ask real quick on the budget overview, I want to make sure that I am reading this correctly. So this is the second quarter statement.

MS. ROMERO: That is correct.

COUNCILOR DOMINGUEZ: But we've got these 100 percent expended budget amounts.

MS. ROMERO: That's because there are some encumbrances. So if you look at the encumbrance columns, electricity is fully encumbered with our vendors, PNM and American Capital so it doesn't show what our projected expenditures are but it does have everything encumbered for those line items.

COUNCILOR DOMINGUEZ: So specifically let's look at employee

salaries and benefits. So that's, I mean, 93 percent is pretty much – but we still have two quarters to go through.

MS. ROMERO: So, with the salary and benefits you have the projected expended here so what I did was I projected what our current expenses for salary and benefits as we are currently staffed. So I projected that out to the end of the year to try to see what our vacancy savings was going to be at the end of the year.

COUNCILOR DOMINGUEZ: That is the last column.

MS. ROMERO: That is correct.

COUNCILOR DOMINGUEZ: Okay, so with that then you're looking at 7 percent unspent amount in salary and benefits.

MS. ROMERO: That is correct and we do currently have some vacant positions right now which we are working on getting filled.

COUNCILOR DOMINGUEZ: So that's a result of the vacant positions.

MS. ROMERO: That is correct.

COUNCILOR DOMINGUEZ: Okay, that's all I have, thank you, Mr. Chair.

CHAIR ROYBAL: Thank you, Councilor. Any other question from the Board? Okay, seeing none, thank you, Mackie.

MS. ROMERO: Thank you.

#### **10. Report on the City-County Cost Share Agreement for Buckman Direct Diversion BS2A Photovoltaic System**

SHANNON JONES: Chairman, members of the Board, my name is Shannon Jones. I am the City of Santa Fe's interim Public Utilities Director. It is my pleasure to come tonight and present before you a cost share agreement that the City and the County staff have been working on for a couple of years and are excited to see this finally coming into the process and realization. So I did try and lay out in the cover memo that I provided in your packet. There was an earlier memo that was circulated I apologize for that. I have provided a handout of the actual memo that is going before the City governing body for your reference. But more importantly, I'm going to provide an overview that a solar array was installed at Station 2A, one of the pump stations for BDD and we've been realizing the value and the cost of that facility for several years now and we're just coming forward with a cost share agreement where we can solidify the terms and conditions between the City and the County of how that is managed and how those benefits are realized by both of the partners.

So with that and the information in the memo, I am more than happy to stand for any questions, Chairman, thank you.

CHAIR ROYBAL: Thank you. Councilor Ives.

COUNCILOR IVES: One question and I'm looking at page 3 in the packet which is page 1 of 7 of the cost sharing agreement recital D. It states, beginning in May 2013 made aggregate disbursements to the City under the loan agreement of \$4,890,543.20 which corresponds to a principal amount of 2,445,291.60, and I don't understand the difference between those two numbers so just hoping you can clarify that for me.

MR. JONES: Mr. Chair, Councilor Ives, absolutely I will give it an

opportunity. I'm not the attorney or the accountant but really the sense was that the City went ahead and worked with the New Mexico Department of Finance and secured a loan to build a facility of which half of the loan was deferred as more of a grant. So the payback was half of the amount loaned by the Finance Authority.

COUNCILOR IVES: We like that.

CHAIR ROYBAL: Thank you, Councilor Ives. Any more questions from the Board? No, than thank you. Oh, I'm sorry, Councilor Harris.

COUNCILOR HARRIS: Thank you. Mr. Jones, I'm just curious; what took so long?

MR. JONES: Chairman, Councilor Harris, I will say that I am good but I am not fast. It's a very dynamic understanding of how that allocation comes in particularly challenges with if you get your PNM bill trying to discern what they're really charging you for and what the true costs are. Meanwhile we realize the cost savings but also the dynamic is really about green infrastructure. There is some – how do we realize cost savings and how do we can a project onboard and then through the construction project then was left back to BDD administration staff, eventually the City and County staff to unwind it for how we can operate this through the years.

COUNCILOR HARRIS: So it's now properly modeled. And so when would you expect – I read through the proposed agreement, will this be billed from the City to the County annually, semiannually? I mean, we're not going to be waiting two years I would assume.

MR. JONES: Mr. Chair, Councilor Harris, no absolutely. So with the execution of the agreement there would be a reconciliation where we true-up the accounts so it would be a one-time payment to historically to get things current. Other than that, then it would be up the BDD fiscal administration staff on how they apply the bills and really through what we pay into the facility.

COUNCILOR HARRIS: Do you want to add to that Ms. Romero? I saw you nodding your head when I asked my first question.

MS. ROMERO: No, that is correct. So BDD would probably be handling any savings and costs for the solar array and as far as payments to the City of Santa Fe for the principal and interest payments we'll make sure we work closely with the head of City Finance to make sure those invoices get out to the County whether they should come from BDD or City Finance. But I will work with them on that. Thank you.

COUNCILOR HARRIS: Thank you and thank you, Chair.

CHAIR ROYBAL: Thank you, Councilor Harris. Is there any other questions from the Board – I'll make sure I look down this way now, sorry about that. Thank you, Mr. Jones.

## **11. Report from the Executive Director**

MR. VOKES: Mr. Chair, members of the Board, quickly a vacancy update. We are currently with three vacant positions. They are all the AWT positions currently and we are hopeful that our Indeed ad will go out in the next week or two and then we're going to search for 30 days and get some people into those positions. If there are any questions on the vacancies; again, we're whittling away and I'm hopeful by maybe the end of the fiscal year that we'll have all the positions filled. So that would be

great.

The next item I want to mention – we discussed the internships. The City does have an internship program that Daniela Bowman has taken advantage of. I think that she had three different interns as a result of that program. We would like to continue to expand that program. Get people from the Community College, students, allow them the opportunity to get that experience so they can get their licenses or upgrade their licenses and start their careers. That is something that we are working on with our outreach program also.

MR. SUGRUE: Thank you, Chuck, members of the Board. I'll just briefly describe this project. These pre-membrane filtration strainers are in the process just prior to our membrane filters and there's four units of the big basket strainers in them to remove any large debris before it can get into the membrane filters. And they require cleaning on a regular basis.

And what I came up with a year or so ago was the idea that maybe we could clean and flush these in place. We call it a CIP, clean in place procedure, similar to what our membrane filters do on a daily basis. And so this last summer I got together with Mike Dozier, the Chief Operator, and with some of the other operators and with Chuck's support certainly, and we came up with an idea where we could put a portable tank – we had a spare plastic tank – and we put a strong chorine solution in that tank with a small submersible pump, ran a couple of hoses over to each of those units – you can see the hose goes in the top and another hose comes out the bottom and then we just turn it on and let it circulate for four to six hours and you can see the debris and the discoloration we can see as the thing circulates cleaning out those filters. The issue that would occur with that buildup was back pressure. And the pressures would exceed what the membranes like to operate on and it would cause shutdown occasionally at the plant.

units in a day and reduce the total cleaning and breakdown of those units to just once a year to inspect the inside. Once we do the cleaning, the pressures are back to normal and we can go on for another two, three months and keep the operation running smoothly and efficiently. So by doing this, we estimate that we save over 500 labor hours in operations and maintenance per year and so we're real pleased with it. What we hope to do as time goes on is to put a more permanent setup inside the membrane building where we can have a tank in place, run these hoses over to the individual strainers and even make it more efficient and less time consuming to set this up. So we're real pleased with it and it's working well. Any questions?

CHAIR ROYBAL: Commissioner Hamilton.

COMMISSIONER HAMILTON: I can't help myself. Did you ever install extra – to achieve the close circuit circulation because –

MR. SUGRUE: In the units themselves and that's something I noticed as I looked at this thing there was a port on the top and the bottom to do some flushing for inspection type work. So it was just made to set this thing up when I put two and two together. So, yeah, again, it's just really worked out well.

CHAIR ROYBAL: Any other questions? Good job, thank you very much.

MR. SUGRUE: Thank you.

MR. VOKES: Thank you, Randy. Mr. Chair, members of the Board, that completes my update. I will stand for any questions if you have any.

CHAIR ROYBAL: Do we have any additional questions from the Board? No, okay, thank you.

- 12. Request for the approval of a Professional Services Agreement in the amount of \$49,924.00 plus applicable gross receipts tax, for the BDD Security System Repair Project; Intra Works, Inc. APPROVED WITH CONSENT AGENDA.**

## **DISCUSSION AND ACTION**

- 13. Report on Citizen Member and Alternate Citizen Member terms and appointments**

NANCY LONG (BDD Board Counsel): Mr. Chair and members of the Board, as you all of course are aware the Board composition includes a citizen member and an alternate citizen member; however, surprisingly, it has been about two years since you appointed your citizen members and alternate citizen member and the terms are for two years. The members do continue to serve so there is no problem there even though their terms expire in March until they are reappointed or there are replacement members.

Last time when Ms. Fort and Mr. Helms were appointed that was the first time there had been citizen members since Conci Bokum, the original citizen member, had served and she had served for many terms, repeat terms. So there was an advertising process that was engaged in, applications, letters of interest were received and there was a committee that was comprised of two board members and Mr. Vokes I think was on that committee. And they interviewed those that were interested and made recommendations

to the Board. So at this point we wanted to make you aware that those terms are expiring and seek any direction that you might want to provide. At a minimum, we are suggesting that letter of interest from your current members be provided if they wish to continue to serve. And then we can place this item on a future agenda, hopefully next month.

CHAIR ROYBAL: Thank you, Nancy Long. Is there any questions?

COMMISSIONER HAMILTON: Yes.

CHAIR ROYBAL: Commissioner Hamilton.

COMMISSIONER HAMILTON: So can you expand a little on the process that we have to go through and timing of it because I would be very interested in renominating our current members but I don't want to short circuit an appropriate process whatever – or maybe I do, but I won't.

MS. LONG: Mr. Chair, Commissioner Hamilton, it is a good question and why we're bringing this to you because there really is not a process called for. The JPA, the second amendment to the JPA when there was a move to have an alternate citizen member there were also other modifications made regarding that position but there is no process that must be followed. It merely provides that the terms are two years. That they serve until replacements or their reappointment and so there's no formal process that needs to be made – and that they continue to serve until that replacement or reappointment is made.

COMMISSIONER HAMILTON: So the other side of that is have you or anybody on the Council gotten somebody pressuring that they want to be a citizen member? I mean if there's other interest but if we have – do we have any indications of that?

MS. LONG: Mr. Chair and Commissioner Hamilton, I do not believe on this side that we are aware of any indication of other interest.

COUNCILOR IVES: I have had none that I am aware of.

COMMISSIONER HAMILTON: Is any – I mean, if nobody objects I would renominate our current people. But I don't know if that's appropriate but it would take care of it. We have some really good service from our current people and I think interest.

MS. LONG: Mr. Chair and Commissioner Hamilton, I think that's a fine way to proceed but I would just recommend that we put it as a specific item on the next agenda so that you will be actually nominating and making that vote. We could do it today, but I think it would be cleaner to put it on the March 1<sup>st</sup> agenda and that will be before their terms expire as well.

CHAIR ROYBAL: Okay, Councilor Dominguez.

COUNCILOR DOMINGUEZ: Just on that point. I think that would probably work better even for the City because the makeup of the Board could change or will change in March. I think the Mayor will probably make appointments soon after they get elected. But I'm just talking about in terms of just getting the ball rolling. You'll have a new Board in April. So I think that probably works out fine. I have no problem with the current makeup of the membership. So I think that's fine. And just a question, real quick, Nancy. So the citizen member is mandated by an ordinance or –

MS. LONG: Mr. Chair, Councilor Dominguez, it is mandated by the Joint Powers Agreement that established the Board that there would be a citizen member. Subsequent to that time there was an initiative of the Board to also have an alternate

citizen member. This was by prior board members and so we worked that through along with some other procedures regarding the Board member that weren't working out so well and got that into an amendment to the JPA which was fully approved and signed off on by DFA. So it is contained in the Joint Powers Agreement as amended.

COUNCILOR DOMINGUEZ: So, Commissioner Hamilton, Mr. Chair, I'm just wondering if it's appropriate to ask – and I'm just guessing that there's interest by our current citizen members to continue to serve – to ask them to submit letters of intent or whatever you want to call it.

COMMISSIONER HAMILTON: Sure.

COUNCILOR DOMINGUEZ: Thank you, Mr. Chair.

CHAIR ROYBAL: Thank you, Councilor Dominguez. Councilor Ives.

COUNCILOR IVES: Thank you, Mr. Chair. Having served on the Board I would note that I believe our citizen representatives have been constant and steady participants and contributed significantly to the work of the board during their terms of service. So from that perspective I would gladly support, if they are interested in continuing in those positions, their continuing in those positions. I know at the City we have made an effort to try and ensure that we do reach out though for positions that open up on boards so as a matter of process we may want to do that. But I can certainly confirm that it would be my intent if the present members expressed interest that they would be my selection.

CHAIR ROYBAL: Thank you for those comments, Councilor Ives. And I would ditto a lot of the comments that we heard here tonight but I would also want to give the opportunity for Member Helms and Member Fort to speak if they'd like about how they feel about continuing.

BOARD MEMBER FORT: I would be pleased to continue if I am allowed to with my poor use of the microphone. [laughter] I would be pleased to continue for another term. Thank you.

MEMBER HELMS: I also would like to continue. I think this is marvelous work and very important to the community and I have enjoyed being here. I enjoy every member of this committee despite some wrangling from time to time but never mind, I have enjoyed it. And I would enjoy continuing, thank you.

CHAIR ROYBAL: And with that being said, I would also say that as a lot of my fellow board members have stated, you guys are always here. You do a great job and we appreciate all of your questions. So whatever process that we should follow, we can do that. I know that Councilor Ives alluded to possibly at least putting it out but also getting the letters of intent and I too would be more than happy to support the two that are currently on the Board.

MS. LONG: Thank you.

CHAIR ROYBAL: Thank you, Ms. Long. Was that it; correct?

MS. LONG: That is all on that item.

CHAIR ROYBAL: Okay, thank you.

## **MATTERS FROM THE PUBLIC**

None were presented.

## MATTERS FROM THE BOARD

CHAIR ROYBAL: Any matters from the Board? Any announcement or anything for the record?

COUNCILOR DOMINGUEZ: I'll state it for the record, Mr. Chair. I just want to thank the County or congratulate the County for the work on the agreements that you had on Tuesday night. So congratulations to the County, the Commission, particularly Commissioner Roybal. Usually, those things never turn out the way we completely want them to but I think in this case it was a very good decision by the County and I'm happy that they have done what they've done. It must not have been easy. So I just wanted to state that for the record. Thank you, Mr. Chair.

CHAIR ROYBAL: Thank you, Councilor Dominguez. It was a pretty long bumpy road but we got there. No pun intended right.

MS. LONG: Mr. Chair, if I could ask you to read the statement at your desk regarding our executive session in December.

CHAIR ROYBAL: Okay, I will read this into the record. I will state for the record and our minutes that the only matter discussed during our executive session of our last Board meeting on December 7, 2017 was the matters as stated in the motion to go into executive session and no action was taken.

**NEXT REGULAR MEETING: Thursday, March 1, 2018@ 4:15pm**

## EXECUTIVE SESSION

**In accordance with the New Mexico Open Meetings Act NMSA 1978 Section 10-15-1(H)(7), discussion regarding threatened or pending litigation in which the BDDB is, or may become a participant, including without limitation:  
Discussion regarding Diversion Structure issues**

MS. LONG: Mr. Chair, if that motion to adjourn could also include a motion to go into executive session in accordance with New Mexico Open Meetings Act for the purpose as stated on the agenda. And then we will be meeting in the land use conference room.

COMMISSIONER HAMILTON: I would so move.

COUNCILOR IVES: Second.

CHAIR ROYBAL: Roll call, please

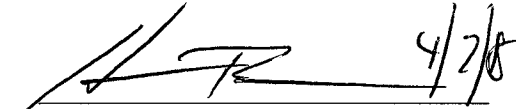
The motion to go into executive session passed by unanimous roll call [5-0] vote as follows:

|                       |     |
|-----------------------|-----|
| Councilor Ives        | Yes |
| Councilor Dominguez   | Yes |
| Commissioner Hamilton | Yes |
| Board Member Fort     | Yes |
| Chair Roybal          | Yes |

## ADJOURNMENT

Having completed the agenda, Chair Roybal declared this meeting adjourned at approximately 5:30 p.m.

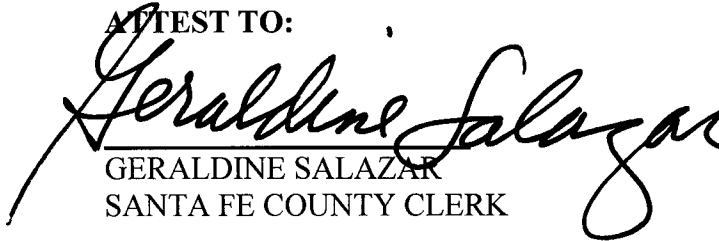
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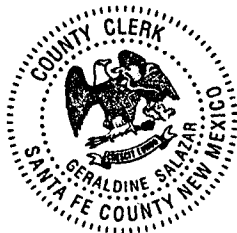
  
Henry Roybal, Board Chair

Respectfully submitted:

Karen Farrell, Wordswork

ATTEST TO:

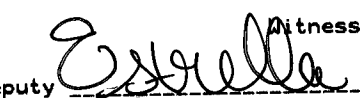
  
GERALDINE SALAZAR  
SANTA FE COUNTY CLERK



COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

BUCKMAN DIRECT DIV MIN  
PAGES: 21

I Hereby Certify That This Instrument Was Filed for  
Record On The 10TH Day Of April, 2018 at 01:04:21 PM  
And Was Duly Recorded as Instrument # 1854628  
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office  
Geraldine Salazar  
Deputy  County Clerk, Santa Fe, NM