



Agenda

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PUBLIC UTILITIES COMMITTEE MEETING

WEDNESDAY, APRIL 4, 2018

CITY HALL

City Council Chambers

200 Lincoln

Regular Meeting – 5:00p.m.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF CONSENT AGENDA
5. APPROVAL OF MINUTES FROM THE FEBRUARY 7, 2018 PUC MEETING

INFORMATIONAL ITEMS

6. Environmental Services Division Monthly Update. (Shirlene Sitton)

CONSENT – ACTION CALENDAR

7. Monthly Update of Capital Improvements Projects. (Shannon Jones)
8. Update on Current Water Supply Status. (Alex Puglisi)
9. Water Conservation Program Scoreboard Update for February and March 2018. (Christine Chavez)
10. Wastewater Management Division Monthly Update. (Shannon Jones)
11. Progress Report on Dam Improvement Project. (Bill Schneider)
12. Projections for Water Demand and Water Supply for the 2018 Calendar Year. (Nick Schiavo and Andrew Erdmann)

13. 2017 Santa Fe Municipal Reservoir Storage, Rio Grande Compact Accounting and Santa Fe River Streamflow Yield for 2018. (Alan Hook)

14. Request for approval of the procurement of hand tools and heating equipment from Grainger, Inc, for the Water Division/Source of Supply Section through State Price Agreement No. 10-000-00-00022AB for the total amount of \$56,083.19. (Nick Schiavo)

Public Utilities Committee – 3/7/2018 (Meeting Cancelled)

Public Utilities Committee – 4/4/2018

Finance Committee – 4/16/2018

City Council – 4/25/2018

15. Request for approval to remove closed accounts from Accounts Receivable and waive Finance Charges over \$50,000.00. (Caryn Fiorina)

Public Utilities Committee – 3/7/2018 (Meeting Cancelled)

Public Utilities Committee – 4/4/2018

Finance Committee – 4/16/2018

City Council – 4/25/2018

16. Request for approval of a Professional Services Agreement with the Altura Communication Solutions for telephone messaging upgrade and customer service training for the Utility Billing Division for the total amount of \$54,160.82. (Caryn Fiorina)

Public Utilities Committee – 3/7/2018 (Meeting Cancelled)

Public Utilities Committee – 4/4/2018

Finance Committee – 4/16/2018

City Council – 4/25/2018

17. Request for approval of a Professional Services Agreement with HEI, Inc. to BB1 and BB2 VFD/RTU Replacement Project for the Public Utilities Department Water Division for the total amount of \$519,159.00 exclusive of NMGR. (Alex Gamino)

Public Utilities Committee – 4/4/2018

Finance Committee – 4/16/2018

City Council – 4/25/2018

18. Request for approval of Amendment No. 1 to the original PSA Item 15-0858 with Wunderlich-Malec Systems to provide hardware, programming, deployment and commissioning of all programmable logic controllers throughout the CSF water system for the total amount of \$384,400.00 exclusive of NMGR. (Alex Gamino)

Public Utilities Committee – 4/4/2018

Finance Committee – 4/16/2018

City Council – 4/25/2018

EXECUTIVE SESSION

In accordance with the New Mexico Open Meetings Act, NMSA 1978, Sec. 10-15-1(H)(7)(8), Discussion Regarding Threatened or Pending Litigation in which the City of Santa Fe is or may become a participant, including, without limitation, Advanced Utilities. (Marcos Martinez)

End of Executive Session

MATTERS FROM THE PUBLIC

MATTERS FROM THE CITY ATTORNEY

MATTERS FROM STAFF

MATTERS FROM THE COMMITTEE

NEXT MEETING: Wednesday, May 2, 2018 @ 5:00pm

ADJOURN

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.

**SUMMARY OF ACTION
PUBLIC UTILITIES COMMITTEE
CITY HALL, CITY COUNCIL CHAMBERS
200 LINCOLN
WEDNESDAY, APRIL 4, 2018**

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**ALL PROGRAMMABLE LOGIC
CONTROLLERS THROUGHOUT THE
CSF WATER SYSTEM FOR THE TOTAL
AMOUNT OF \$384,400.00 EXCLUSIVE
OF NMGR.**

EXECUTIVE SESSION	INFORMATION/DISCUSSION	12
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MATTERS FROM THE CITY ATTORNEY	NONE	13
MATTERS FROM STAFF	NONE	13
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**PUBLIC UTILITIES COMMITTEE
CITY HALL, CITY COUNCIL CHAMBERS
200 LINCOLN
WEDNESDAY, APRIL 4, 2018**

1. CALL TO ORDER

The meeting of the Public Utilities Committee was called to order at 5:00 pm by Councilor Christopher Rivera, on Wednesday, March 7, 2018, at the Convention Center, Lamy Room, 201 W. Marcy Street, Santa Fe, New Mexico.

2. ROLL CALL

Members Present:

Councilor Christopher Rivera, Chair
Councilor Renee Villarreal
Councilor Carol Romero Wirth
Councilor Joanne Vigil Coppler

Members Absent:

Councilor Peter Ives, Excused

Others Present:

Shannon Jones, Wastewater Management Division
Stephanie López, Public Utilities Department
Marcos Martínez, Assistant, City Attorney
Elizabeth Martin, Stenographer

NOTE: All items in the Committee packet for all agenda items are incorporated herewith to these minutes by reference. The original Committee packet is on file in the Public Utilities Department.

3. APPROVAL OF AGENDA

Mr. Jones said he would like to postpone Item 16 to the next PUC meeting. The handout distributed for Item 11 includes updated information. The supplemental packet for Item 15 was distributed on Friday.

Chair Rivera asked the supplemental packet is informational.

Mr. Jones said yes.

MOTION A motion was made by Councilor Vigil Coppler, seconded by Councilor Villarreal, to approve the agenda as amended.

VOTE The motion passed unanimously by voice vote.

4. APPROVAL OF CONSENT AGENDA

Councilor Villarreal said she would like to pull items 12, 15 and 18 for discussion.

Councilor Romero Wirth said she would like to pull item 11 for discussion.

Chair Rivera said he would like to pull item 14 for discussion.

MOTION A motion was made by Councilor Villarreal, seconded by Councilor Romero Wirth, to approve the Consent Agenda as amended.

VOTE The motion passed unanimously by voice vote.

**5. APPROVAL OF MINUTES
FEBRUARY 7, 2018**

MOTION A motion was made by Councilor Villarreal, seconded by Councilor Vigil Coppler, to approve the minutes as presented.

VOTE The motion passed unanimously by voice vote.

6. ENVIRONMENTAL SERVICES DIVISION MONTHLY UPDATE

Chair Rivera said he heard Gilda Montano was retiring. "Thank you Gilda, for all your hard work at Keep Santa Fe Beautiful."

Chair Rivera said she has always been a great person to work with and is always on top of everything she does. Be proud of your many years of service to the City.

Ms. Montano said thank you. Her last day is the Great American Clean Up. She invited all the Councilors to come out and bring people from their District out. Keep Santa Fe Beautiful is the part of City she worked with for 24 years. She will miss it. Thank you for your support.

Chair Rivera said whoever comes in will have some big shoes to fill. He will miss her on the radio as well.

Councilor Villarreal said she appreciates everything she has done. She will try to get neighborhoods organized to do the clean up.

Chair Rivera asked will there be a get together for Gilda.

Ms. Sitton said the reason she asked for this informational item was to bring Gilda here to say thank you. Her goodbye party will be on April 19th from 1:30 pm to 3:00 pm. If you could find the time to come she would appreciate it.

Ms. Sitton introduced Katie Carter who is the new Outreach Coordinator. We are really lucky to have her. She has a strong background in sustainability.

Councilor Vigil Coppler congratulated Gilda. Retirement is a wonderful thing. She was here back in the day when Santa Fe Beautiful was getting going. She is happy that the City has kept that program alive. She is looking forward to more. Kudos for keeping it up. She wished Gilda all the best.

Councilor Vigil Coppler said she was very happy to read Ms. Sitton's report. It is very well done and helpful to her as a new Councilor. She liked that she included operational items and technical things. She liked seeing all the training and meetings and boards your staff is involved in. That is key to a progressive group.

Ms. Sitton said thank you Councilor. She wanted to be sure the new members of the Public Utilities Committee had a background on the agency.

Councilor Villarreal said this is very comprehensive about what we discussed at SWMA. She appreciates that. She thinks it should be in the paper to explain to the public what happened.

Chair Rivera said you will find updates and future interactions with staff will be good. We have some of the best staff and knowledgeable staff in this group. It is a class act.

CONSENT CALENDAR

7. MONTHLY UPDATE OF CAPITAL IMPROVEMENTS PROJECTS

Approved on consent.

8. UPDATE ON CURRENT WATER SUPPLY STATUS

Approved on consent.

9. WATER CONSERVATION PROGRAM SCORECARD UPDATE FOR FEBRUARY AND MARCH 2018

Approved on consent.

10. WASTEWATER MANAGEMENT DIVISION MONTHLY UPDATE

Approved on consent.

**11. PROGRESS REPORT ON DAM IMPROVEMENT PROJECT
(Bill Schneider)**

Councilor Romero Wirth said she is curious about the timing of addressing these things. There are a number of problems and a path to fix them. It is going to cost money. What is the time line on all of that.

Mr. Schneider said the status of this investigation, which will be long term, is that it is a way to address dam safety concerns and deficiencies. We have completed a condition assessment on both dams. Now we are going to do a third party analysis and review. We are getting a second opinion through that process. We will take that information and conduct a risk screening evaluation. Then we will rank and prioritize all the deficiencies and plan a program to address them. We will link the CIP program to this moving forward with our strategic plan. The first phase, the risk assessment, will be complete in 60 to 90 days.

Councilor Romero Wirth asked then what happens.

Mr. Schneider said we will lump projects based on the failure model analysis. Certain ones may need to be addressed in a more immediate manner. We will create a planning path going forward.

Councilor Romero Wirth said so you are on the front end of this. Is this the first time we have dealt with issues at the dam.

Mr. Schneider said this is the first time we have done a holistic evaluation on all components.

Chair Rivera said thank you for the updated photos. Are these the new sections.

Mr. Schneider said it does address the intake sections which are the newest, but it also addressed all aspects.

Chair Rivera asked do we know what caused the issues in the newest part.

Mr. Schneider said there are a multitude of potential causes. The amount of rebar used in the construction and the concrete type were looked at. They listed potential causes of the fractures. As to the root cause, that will be determined after the third party review.

Chair Rivera asked is the weather a factor.

Mr. Schneider said it is not a key component.

Chair Rivera said so there are some questions about if the original company is going to make the repairs. How long will this take.

Mr. Schneider said he is hoping to have a path forward within 4 to 6 months.

MOTION A motion was made by Councilor Vigil Coppler, seconded by Councilor Villarreal, to approve the item.

VOTE The motion passed unanimously by voice vote.

12. PROJECTIONS FOR WATER DEMAND AND WATER SUPPLY FOR THE 2018 CALENDAR YEAR (Nick Schiavo)

Councilor Villarreal said she is trying to figure out when we resort to scenario B and at what point do we decide.

Mr. Schiavo said it will be determined when the City of Albuquerque and the Middle Rio Grande Conservancy District are moving water. The challenge is moving water from those reservoirs down. If we don't have the carriage water the losses would be in the 75% to 80% range. We will know by end of May or the beginning of June what the situation will be. He wants to reassure the Committee that we have not been using the wells much over the last 7 years. Wells have played the role of 15% over the years. This year has been dry so we are seeing the demand go up. We are prepared.

Councilor Villarreal asked do you know their capacity.

Mr. Schiavo said we know they are going to work and the volume of water we can count on.

Councilor Villarreal asked some of these models in the chart won't be used at all.

Mr. Schiavo said correct.

Councilor Villarreal asked what is the difference between production and baseline.

Mr. Schiavo said baseline is linked to what we have to do for our wells in respect to testing. That is the first layer in the different scenarios.

Councilor Villarreal said she does not understand the difference between the 2 numbers.

Mr. Schiavo said the baseline is what we do to keep wells operational. Production is what we are projecting if we have to use the wells this year.

Councilor Vigil Coppler said she has never heard of a St. Michaels well. Where is that.

Mr. Schiavo said it is off St. Michaels Drive not far from our office. It is close to the railroad tracks.

MOTION A motion was made by Councilor Villarreal, seconded by Councilor Vigil Coppler, to approve the item.

VOTE The motion passed unanimously by voice vote.

13. 2017 SANTA FE MUNICIPAL RESERVOIR STORAGE RIO GRANDE COMPACT ACCOUNTING AND SANTA FE RIVER STREAMFLOW YIELD FOR 2018.

Approved on consent.

14. REQUEST FOR APPROVAL OF THE PROCUREMENT OF HAND TOOLS AND HEATING EQUIPMENT FROM GRAINGER, INC., FOR THE WATER DIVISION SOURCE OF SUPPLY SECTION THROUGH STATE PRICE AGREEMENT NO. 10-000-00-00022AB FOR THE TOTAL AMOUNT OF \$56,083.19.

Chair Rivera asked what have we done before in regards to tools.

Mr. Schiavo said he met with staff when he started as Source of Supply Manager. They made it work, but they only had one complete set of tools between all 5 maintenance workers. They had to call others out to complete projects. Given the state of the tools it does not make sense for them to have to work in groups to have a complete set of tools

Chair Rivera asked will there be a sense of ownership.

Mr. Schiavo said the staff will have to sign out the tools and sign them back in.

Councilor Rivera asked is there a vehicle those tools go on.

Mr. Schiavo said no, they will be at the shop at the Canyon Road Treatment Center.

MOTION A motion was made by Councilor Villarreal, seconded by Councilor Vigil

Coppler, to approve the request.

VOTE The motion passed unanimously by voice vote.

15. REQUEST FOR APPROVAL TO REMOVE CLOSED ACCOUNTS FROM ACCOUNTS RECEIVABLE AND WAIVE FINANCE CHARGES OVER \$50,000.00. (Caryn Fiorina)

Councilor Villarreal said she is confused with the numbers. The first page shows the amount owed and the numbers of accounts investigated. The last amount, finance charges adjusted, was that based on those we would not be able to collect.

Ms. Fiorina reviewed the numbers in her memo which is included in the meeting packet.

Councilor Villarreal said these numbers show upwards on \$60,000 owed to us. How do they get to that point.

Ms. Fiorina said these are refuse and sewer charges mostly. The only way to collect is putting a lien on the property. We are asking those folks to come in so we can get their accounts current and in the current owner's name.

Councilor Villarreal asked have they given any explanations.

Ms. Fiorina said some say the house was owned by their parents and now they own it and they did not know about the past due bill. Some just ignored it. Some have 18 years of charges and they are getting a finance charge every month.

Councilor Romero Wirth asked it is the finance charge that makes the bill run up.

Ms. Fiorina said yes. It could be \$500 a month in finance charges.

Councilor Romero Wirth asked the invalid addresses, why.

Ms. Fiorina said an example would be 213 and 213 ½ Irvine. At one time it was 2 properties then it merged into one. We continued to bill the other property because we did not know they merged. We are working closely with our GIS department on those issues.

Councilor Romero Wirth asked what steps are you taking to reach homeowners.

Ms. Fiorina said we are hand delivering a letter to the home and trying to make contact in person. They go back several times in a week. They also go to the neighbors to see who is living there.

Councilor Romero Wirth asked so you are not just leaving the letter.

Ms. Fiorina said no, we follow up as well.

Councilor Romero Wirth asked are any of them second homes.

Ms. Fiorina said we have not come across that.

Councilor Vigil Coppler said this audit is only on refuse and sewer. Are they not paying the water.

Ms. Fiorina said we have a different collection process on water. Water is disconnected for non payment.

Councilor Vigil Coppler said if there are no real homes on some of these, they are not using the service. We are not picking up their trash. The City has not lost out so in a sense it is a wash.

Ms. Fiorina said this is data clean up.

Councilor Vigil Coppler said in real estate when a house sells the sale has to be reported to the Assessors Office. When a house sells the deed is sent to the Water Division so they can update the records for new owners. At that time can you double check what is going on.

Ms. Fiorina said we have been working closely with the Title Companies to make sure we communicate to them what we need when a sale happens. There were issues in the past, but we have now worked out the issues. We have been meeting with them, educating them and closing the gaps.

Councilor Vigil Coppler said in the past the Water Division was not asking for copies of the deed and they are now. That is a good thing to see.

Ms. Fiorina said we still have the issue with if the property was sold as one property or more.

Councilor Vigil Coppler said it is in the Title Company's best interest to be accurate.

Chair Rivera said we have been part of the problem because we have not done anything about it for so long. We do need to make a recommendation.

Chair Rivera asked Mr. Martinez for his recommendation.

Mr. Martinez said with respect to our legal options, Ms. Fiorina has mentioned

that they file a lien on properties that do not pay. The New Mexico statutes give Utilities the ability to file liens and to foreclose on those properties. The City has never done that. We have discussed lesser enforcement efforts. We can file an action to comment on an unpaid debt in different courts. He would like to get a recommendation from the Committee so that we can look at the most egregious and see if we can collect through District Court before we go to foreclosure proceedings. We could have a test case.

Councilor Vigil Coppler asked would it be illegal to turn off their water to force them to pay.

Ms. Fiorina said their water is off.

Mr. Martinez said the answer is no.

Councilor Romero Wirth asked you know someone is living in the house.

Ms. Fiorina said yes. When we are able to make contact we do so and ask them to come in, but they do not. Some people just get overwhelmed when they see what is out there. Our billing investigator is letting them know we are willing to work with them.

Councilor Romero Wirth asked do they tell them they are only making things worse for themselves.

Chair Rivera said we can take the 6 accounts and take action on that and a separate action on the recommendation from Mr. Martinez.

Councilor Romero Wirth asked if we do a test case with one would we publicize it to demonstrate that we are serious.

Mr. Martinez said he would defer that to Council if they want to work with Matt Ross and issue a press release. That is a policy direction that Council needs to decide.

Councilor Romero Wirth said it seem that is something we ought to do. We also should take copies of that story to those addresses where we are having trouble. That seems worthwhile.

Chair Rivera said that should be part of the recommendation.

Councilor Villarreal asked Ms. Fiorina what she thought about a press release.

Ms. Fiorina said our thought was to follow up the initial letter with a more serious aggressive letter saying we will not look at legal action and giving them a timeline.

Councilor Romero Wirth said she is not suggesting we call out a particular owner. Just that we have this many people and we are going to move forward.

Councilor Romero Wirth said it is not bad publicity for the City that we are now paying attention to our financial house and we getting serious. The days of not following through are over. It creates a buzz. People talk. It can't hurt.

Councilor Vigil Coppler said she does not understand how if the water is off how are these people living.

Ms. Fiorina said they could be hauling in their own water. It could be drug use or other things that have caused these folks to survive without running water.

Councilor Romero Wirth asked are they concentrated in a particular area.

Ms. Fiorina said no, they are spread out across the City. We asking our GIS to map these addresses. They are in all parts of the City.

Councilor Romero Wirth asked do they tend to be low income properties.

Ms. Fiorina said no.

Chair Rivera said he is hoping the investigators, after Council makes a decision, can say that fees have been waived and we are trying to work with them. Maybe that will encourage them to come in. We might include that in the letter.

Ms. Fiorina said some of these accounts have their own wells.

MOTION A motion was made by Councilor Villarreal, seconded by Councilor Vigil Coppler, to approve the request to remove the closed accounts and waive the finance charges on the 6 accounts in the request and to also direct the City Attorney's Office, through civil enforcement, look at the most egregious customer and take them to court and then work down the list as appropriate.

AMENDMENT A friendly amendment was made by Councilor Romero Wirth to include that the City will do a press release.

The amendment was accepted by Councilor Villarreal and Councilor Vigil Coppler.

VOTE The motion, as amended, passed unanimously by voice vote.

16. REQUEST FOR APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH THE ALTURA COMMUNICATION SOLUTIONS FOR TELEPHONE MESSAGING UPGRADE AND CUSTOMER SERVICE TRAINING FOR THE UTILITY BILLING DIVISION FOR THE TOTAL AMOUNT OF \$54,160.82.

Approved on consent.

17. **REQUEST FOR APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH HEI, INC. TO BB1 AND BB2 VFD/RTU REPLACEMENT PROJECT FOR THE PUBLIC UTILITIES DEPARTMENT WATER DIVISION FOR THE TOTAL AMOUNT OF \$519,159.00 EXCLUSIVE OF NMGR.**

Approved on consent.

18. **REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO THE ORIGINAL PSA ITEM 15-0858 WITH WUNDERLICH-MALEC SYSTEMS TO PROVIDE HARDWARE, PROGRAMMING, DEPLOYMENT AND COMMISSIONING OF ALL PROGRAMMABLE LOGIC CONTROLLERS THROUGHOUT THE CSF WATER SYSTEM FOR THE TOTAL AMOUNT OF \$384,400.00 EXCLUSIVE OF NMGR. (Alex Gamino)**

Councilor Villarreal asked are we asking for an additional \$384,400.

Mr. Gamino said the original \$200,000 contract is in place. We are asking for CIP funds to increase replacement items. We are adding to the original contract. It is an additional \$384,400 making the total \$584,000.

Councilor Villarreal asked when did we first know what the real scale of the work would be.

Mr. Gamino said it was an on call kind of a thing. This started as an on call contract. Now we have done a lot of background development and programs where we can go head on and get the work done.

Councilor Villarreal asked has that \$200,000 been expended.

Mr. Gamino said it was intended that \$50,000 a year would be spent in on call service. We are not doing as much as we should be doing. Now that we see all of the necessary repairs we want to do it all at once.

Councilor Villarreal asked while you are using the \$200,000 how does the \$384,400 get used. Is it separated.

Mr. Gamino said we segmented the \$384,400 as a project. The \$200,000 is more of an on call service as needed. It does not get intermingled. It is separate.

Chair Rivera said please describe what all the abbreviations in your memo do and what we looking at.

Mr. Gamino said SCADA is the interface between the machine and the human. It is a monitoring device. RTU is the remote location. PLC is the brain to make these systems talk to each other. They have come so far we can do a lot with them. Communication is almost real time now. We are updating the graphics and equipment so that we can put more information on the screen.

Chair Rivera asked will this get the whole City up to date.

Mr. Gamino said this is to finish them off. Everything will be up to date and current with this.

MOTION A motion was made by Councilor Villarreal, seconded by Councilor Vigil Coppler, to approve the request.

VOTE The motion passed unanimously by voice vote.

19. EXECUTIVE SESSION

Mr. Martinez said "in accordance with the New Mexico Open Meetings Act, NMSA 1978, Sec. 10-15-1 (H)(7)(8). Discussion regarding threatened or pending litigation in which the City of Santa Fe is or may become a participant, including, without limitation, Advanced Utilities."

MOTION A motion was made by Councilor Villarreal, seconded by Councilor Vigil Coppler, to enter into executive Session.

VOTE The motion passed unanimously by roll call vote as follows"

Councilor Villarreal, yes; Councilor Vigil Coppler, yes; Councilor Romero Wirth, yes; Chair Rivera, yes.

The Committee entered into Executive Session at 6:13 pm.

MOTION A motion was made by Councilor Vigil Coppler, seconded by Councilor Villarreal, to return to the regular meeting.

VOTE The motion passed unanimously by voice vote.

The Committee returned to the regular meeting at 6:59 pm.

20. MATTERS FROM THE PUBLIC

None.

21. MATTERS FROM THE CITY ATTORNEY

None.

22. MATTERS FROM STAFF

None.

23. MATTERS FROM THE COMMITTEE

Chair Rivera said it is time we started talking about the fishing derby and if it is happening or not with the current status of water.

Mr. Jones said we will give update at the next meeting.


Chair Rivera said it is a good idea to have our meetings at the various Water Division locations for the new members. We could start at Canyon Road, then the BDD, the Water Company and Wastewater. Can we get a schedule together for the next few meetings.

Ms. Lopez said she will work on a schedule and will send out a notice to Committee members.

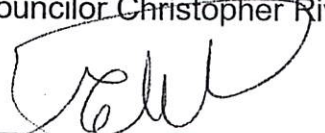
**24. NEXT MEETING
MAY 2, 2018**

25. ADJOURN

There being no further business before the Committee the meeting adjourned at 7:05 pm.



Councilor Christopher Rivera, Chair



Elizabeth Martin, Stenographer