City of Santa Fe

Agenda

PUBLIC UTILITIES COMMITTEE MEETING
WEDNESDAY, JUNE 5, 2019
City Hall
City Council Chambers
Regular Meeting – 5:00pm

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF CONSENT AGENDA

5. APPROVAL OF MINUTES FROM THE MAY 1, 2019 PUC MEETING

CONSENT – ACTION CALENDAR

6. Monthly Update of Capital Improvements Projects. (Shannon Jones, Public Utilities Department Director, swjones@santafenm.gov, 955-4267)

7. Update on Current Water Supply Status and Drought, Monsoon and Storage. (Rick Carpenter, Interim Water Division Director, rrcarpenter@santafenm.gov, 955-4206 and Alex Puglisi, Environmental Compliance Specialist, aepuglisi@santafenm.gov, 955-4232)

8. Wastewater Management Division Monthly Update. (Mike Dozier, Wastewater Management Division Director, mldozier@santafenm.gov, 955-4642)

9. Environmental Services Division Monthly Update. (Shirlene Sitton, Environmental Services Division Director, sesitton@santafenm.gov, 955-2209)

10. 2018 GPCD (Gallons per capita per day) Analysis. (Andrew Erdmann, Water Conservation Specialist Senior, paerdmann@santafenm.gov, 955-4223)

11. Request for approval of the Annual Report for the Santa Fe River Target Flows: Target year activity from April 2018 to April 2019 and anticipated activity for the Santa Fe River Target Flow year of April 2019 – April 2020. (Melissa A. McDonald, River & Watershed Coordinator, mamcdonald@santafenm.gov, 955-6840)

Public Works Committee – 5/28/2019
Public Utilities Committee – 6/5/2019
City Council – 6/12/2019

12. Request for approval of Change Order No. 2 to the original Contract No. 17-0823 with Sub Surface Contracting, Inc. for FY 19/20 City Wide Water Utility Construction & Repair – CIP # 953 for the amount of $542,187.50 inclusive of NMGRT. (Bill Huey, Engineer, bchuey@santafenm.gov, 955-4273)

Public Utilities Committee – 5/1/2019
Finance Committee – 5/20/2019
City Council – 5/29/2019

13. Request for approval of Amendment No. 1 to the original PSA 18-1372 with Service Line Warranties of America: Utility Service Partners to extend the term to June 30, 2022. (Shannon Jones, Public Utilities Department Director, swjones@santafenm.gov, 955-4267)

Public Utilities Committee – 6/5/2019
Finance Committee – 6/17/2019
City Council – 6/26/2019

14. Request for approval to continue procurement contracts under RFB '18/2/B for thirty (30) Professional Service Agreements for supplies, parts, towing and services. These are four (4) year contracts and will expire on December 30, 2021. The remaining available funding is $8,091,700. (Lawrence Garcia, Project Administrator, lmgarcia@santafenm.gov, 955-2241)

    a. Request for approval to spend over $60,000 within FY 18/19 and FY 19/20.
    b. Request for approval to allow the entire City of Santa Fe to utilize this procurement source.
    c. Request for approval of Amendment No. 1 to contract 18-0292 for change of ownership via an acquisition from Drive Train Industries to Inland Truck Parts & Service. Funding amount and scope of work will remain the same.

Public Utilities Committee – 6/5/2019
Finance Committee – 6/17/2019
City Council – 6/26/2019

15. Request for approval of Change Order No. 1 to the original construction agreement 19-0117 with A.A.C. Construction, LLC for the PRV Replacement Project – CIP# 3053A for FY 19/20 for the amount of $250,000 exclusive of NMGRT. (Bill Huey, Engineer, bchuey@santafenm.gov, 955-4273)

Public Utilities Committee – 6/5/2019
Finance Committee – 6/17/2019
City Council – 6/26/2019

16. Request for approval of Amendment No. 3 to the original PSA 17-0138 with Valli Information Systems, Inc. dba Postal Pros Southwest for Stormwater Management Educational Public Outreach via the utility bill inserts for the amount of $20,000 exclusive of NMGRT. (Melissa McDonald, River and Watershed Coordinator, mamcdonald@santafenm.gov, 955-6840)

    Public Utilities Committee – 6/5/2019
    Finance Committee – 6/17/2019
    City Council – 6/26/2019

17. Request for approval of Amendment No. 2 to the original PSA 18-0177 with Great Western Electrical, Inc. for a Time Extension through August 31, 2019 for the Nichols/McClure Reservoir Electrical and Security Improvement. (Alex Gamino, Automation and Security System Administrator, aegamino@santafenm.gov, 955-4375)

    Public Utilities Committee – 6/5/2019
    Finance Committee – 6/17/2019
    City Council – 6/26/2019

18. Request for approval of Amendment No. 2 to the PSA 18-1365 with Public Service Company of New Mexico for a Time Extension through August 31, 2019 for the Nichols to McClure Reservoir Utility Extension Project. (Alex Gamino, Automation and Security System Administrator, aegamino@santafenm.gov, 955-4375)

    Public Utilities Committee – 6/5/2019
    Finance Committee – 6/17/2019
    City Council – 6/26/2019

19. Request for approval of Amendment No. 4 to the PSA 17-0744 with Molzen Corbin & Associates for a Time Extension through October 18, 2019 for engineering services related to the design of erosion and drainage control measures on the Buckman Pipeline right-of-way (ROW). (Kristin Johansen, Engineer, kgjohansen@santafenm.gov, 955-4279)

    Public Utilities Committee – 6/5/2019
    Finance Committee – 6/17/2019
    City Council – 6/26/2019

20. Request for approval of Amendment No. 4 to the original PSA 16-0345 with PK Public Relations for public relations services for the Water Division for FY 19/20 for

the amount of $80,000 exclusive of NMGRT. (Christine Chavez, Water Conservation Manager, cychavez@santafenm.gov, 955-4519)

Public Utilities Committee – 6/5/2019
Finance Committee – 6/17/2019
City Council – 6/26/2019

21. Request for approval of Amendment No. 1 to the original PSA 18-0988 with Intraworks for Security System Maintenance On-Call Services for FY 19/20 for $21,867.50 inclusive of NMGRT. ((Alex Gamino, Automation and Security System Administrator, aegamino@santafenm.gov, 955-4375)

Public Utilities Committee – 6/5/2019
Finance Committee – 6/17/2019
City Council – 6/26/2019

22. Request for approval of Amendment No. 1 to the original Contract 18-1164 with Polydyne, Inc. for Polymer for FY 19/20 for the amount of $50,000. (Aaron Rand, Source of Supply Operations Manager, arrand@santafenm.gov, 955-4376)

Public Utilities Committee – 6/5/2019
Finance Committee – 6/17/2019
City Council – 6/26/2019

23. Request for approval of Amendment No. 1 to the Contract 18-1029 with Univar USA, Inc. for Hi-Grade Evaporated Salt for FY 19/20 for the amount of $57,600. (Aaron Rand, Source of Supply Operations Manager, arrand@santafenm.gov, 955-4376)

Public Utilities Committee – 6/5/2019
Finance Committee – 6/17/2019
City Council – 6/26/2019

24. Request for approval of a Professional Services Agreement with Great Western Electric, Inc. for On-Call Electrical Services for the Water Division Source of Supply Facilities and the Wastewater Treatment Plan Facilities for four (4) years for the total amount of $160,000 exclusive of NMGRT. (Kenneth Espinoza, Wastewater Management Plant Supervisor, krespinoza@santafenm.gov, 955-4618)

Public Utilities Committee – 6/5/2019
Finance Committee – 6/17/2019
City Council – 6/26/2019

25. Request for approval of Amendment No. 1 to the original PSA 18-1052 with the Santa Fe Watershed Association for SF Municipal Watershed Management Program community education and outreach for the amount of $31,300 exclusive of NMGRT.

(Christine Chavez, Water Conservation Manager, cychavez@santafenm.gov, 955-4519)

Public Utilities Committee – 6/5/2019
Finance Committee – 6/17/2019
City Council – 6/26/2019

26. Request for approval of Amendment No. 7 to the Agreement 10-1034 with XCell Towers, LLC for FY 19/20 for the lease located at the Tesuque Peak site for the amount of $9,582.14 exclusive of NMGRT. (Alex Gamino, Automation and Security System Administrator, aegamino@santafenm.gov, 955-4375)

Public Utilities Committee – 6/5/2019
Finance Committee – 6/17/2019
City Council – 6/26/2019

27. Request for approval of Amendment No. 4 to the original PSA 16-0026 with HDR Engineering, Inc. for the Wastewater Treatment Plant Anaerobic Digesters Project – CIP # 950 for $223,385 exclusive of NMGRT and a Time Extension. (Alan MacGregor, Engineering Supervisor, asmacgregor@santafenm.gov, 955-4623)

Public Utilities Committee – 6/5/2019
Finance Committee – 6/17/2019
City Council – 6/26/2019

28. Request for approval of Bill No. 2019-_____. An ordinance granting to Public Service Company of New Mexico ("PNM"), a New Mexico Corporation, a franchise to furnish electricity within the City of Santa Fe, Santa Fe County, New Mexico, and granting to PNM the right to use any public highway, street, alley, road, or other public place within the present or future municipal limits of the City of Santa Fe. (Mayor Webber) (Marcos Martinez, Assistant City Attorney, mdmartinez@santafenm.gov, 955-6502)

Public Works Committee – 5/28/2019 (approved as amended)
City Council (Request to Publish) – 5/29/2019
Finance Committee – 6/3/2019
Public Utilities Committee – 6/5/2019
City Council (Public Hearing) – 6/26/2019

MATTERS FROM THE PUBLIC

MATTERS FROM THE CITY ATTORNEY

MATTERS FROM STAFF

MATTERS FROM THE COMMITTEE

NEXT MEETING: Wednesday, July 3, 2019 at City Council Chambers

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.

RECEIVED AT THE CITY CLERK'S OFFICE
DATE: May 29, 2019
TIME: 3:05 PM

SUMMARY OF ACTION
PUBLIC UTILITIES COMMITTEE
CITY HALL/ CITY COUNCIL CHAMBERS
WEDNESDAY, JUNE 5, 2019, 5:00 PM

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REQUEST FOR APPROVAL OF AMENDMENT NO. 4 TO THE ORIGINAL PSA 10345 WITH PK PUBLIC RELATIONS FOR PUBLIC RELATIONS SERVICES FOR THE WATER DIVISION FOR FY 19/20 FOR THE AMOUNT OF $80,000 EXCLUSIVE OF NMGRT.	APPROVED	9-12
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REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO THE CONTRACT 18-1029 WITH UNIVAR USA, INC. FOR HI-GRADE EVAPORATED SALT FOR FY 19/20 FOR THE AMOUNT OF $57,600.	APPROVED ON CONSENT	12
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$223,385 EXCLUSIVE OF NMGRT AND A TIME EXTENSION.		
REQUEST FOR APPROVAL OF BILL NO. 2019-_____. AN ORDINANCE GRANTING TO PUBLIC SERVICE COMPANY OF NEW MEXICO ("PNM") A NEW MEXICO CORPORATION, A FRANCHISE TO FURNISH ELECTRICITY WITHIN THE CITY OF SANTA FE, SANTA FE COUNTY, NEW MEXICO, AND GRANTING TO PNM THE RIGHT TO USE ANY PUBLIC HIGHWAY, STREET, ALLEY, ROAD, OR OTHER PUBLIC PLACE WITHIN THE PRESENT OR FUTURE MUNICIPAL LIMITS OF THE CITY OF SANTA FE.	APPROVED	13-17
MATTERS FROM THE PUBLIC	NONE	17
MATTERS FROM THE CITY ATTORNEY	NONE	17
MATTERS FROM STAFF	INFORMATION/DISCUSSION	17
MATTERS FROM THE COMMITTEE	INFORMATION/DISCUSSION	17
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PUBLIC UTILITIES COMMITTEE
CITY HALL/ CITY COUNCIL CHAMBERS
WEDNESDAY, JUNE 5, 2019, 5:00 PM

1. CALL TO ORDER

The meeting of the Public Utilities Committee was called to order at 5:00 pm by Chairman Councilor Christopher Rivera, at City Hall, City Council Chambers, on Wednesday, June 5, 2019, 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, Director, Public Utilities Department
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.

Chair Rivera said he attended the fishing derby and wants to compliment everyone who helped or worked on that, volunteers or paid staff. It was a fantastic event. There were kids, families, stories about rafting down the river. It was a great day. We appreciate you for all the work you do.

Councilor Villarreal said it was a great time. She appreciates everyone stepping up. Thank you.

Councilor Romero-Wirth said she echos that. It was a great day and great weather. It brought a smile to her face to see all the people working at the Plaza and at the fishing derby.

3. APPROVAL OF AGENDA

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

VOTE The motion passed unanimously by voice vote.

4. APPROVAL OF CONSENT AGENDA

Councilor Vigil Coppler pulled items 27 and 29 for discussion.

Councilor Villarreal pulled item 20 for discussion.

Councilor Romero-Wirth pulled items 20,10,11 and 28 for discussion.

Councilor Rivera pulled item 13 for discussion.

MOTION A motion was made by Councilor Romero-Wirth, seconded by Councilor Vigil Coppler, to approve the consent agenda as amended.

VOTE The motion passed unanimously by voice vote.

5. APPROVAL OF MINUTES MAY 1, 2019

MOTION A motion was made by Councilor Villarreal, seconded by Councilor Romero-Wirth, to approve the minutes as presented.

VOTE The motion passed unanimously by voice vote.

CONSENT - ACTION CALENDAR

6. MONTHLY UPDATE OF CAPITAL IMPROVEMENTS PROJECTS

Approved on consent.

7. UPDATE ON CURRENT WATER SUPPLY STATUS AND DROUGHT, MONSOON AND STORAGE.

Approved on consent.

8. WASTEWATER MANAGEMENT DIVISION MONTHLY UPDATE

Approved on consent.

9. ENVIRONMENTAL SERVICES DIVISION MONTHLY UPDATE

Approved on consent.

10. 2018 GPCD (GALLONS PER CAPITA PER DAY) ANALYSIS
Christine Chavez

Councilor Romero-Wirth said she wanted to bring this to the surface and talk about the analysis and what was found and get an explanation for the results. This is a very important measurement we do. This is an educational opportunity.

Ms. Chavez said this year GPCD did go up. We were not very surprised. 2018 was a very dry year. We had demand go up earlier in the year. People irrigated earlier to keep plants and trees alive. There was a lot of discussion about drought then we had the crazy flood at the end of June. Then all the urgency fell off once we got all that rain. This is an important report for our office. We use it to target programs for the upcoming year.

Councilor Romero-Wirth asked could you address what GPCD is and how we measure it and the reason it went up. People needed more water due to the drought previous to the flood.

Ms. Chavez said GPCD is gallons per capita per day. It is the measurement we all follow. The State Engineers Office tries to have everyone report the same way so we are required to use a certain methodology. They ask us to use census data, but that is usually inflated in population so we use annual population estimates. It gives us a more accurate number. The City of Santa Fe has one of the lowest GPCD in the southwest cities. It is a combination of different strategies.

Councilor Romero-Wirth asked is it fair to say in the future we are going to need to bring this number down lower. We will need to think about that as we go into drier years and we will need to bring the number down and not accept to have number go up. There will be less water. Is that fair to say.

Ms. Chavez said yes, that is fair. Water Resources is constantly looking at strategies in the future and near term. What is different with our job is once we get moisture the urgency level really drops. It is an interesting challenge for us and how we manage that.

Chair Rivera asked how does fire and commercial factor into GPCD.

Ms. Chavez said fire and irrigation meters are combined together. It gives us a place to look at all those things.

Chair Rivera asked so if there was a fire in a particular building how does that get factored in.

Ms. Chavez said overall it would probably not change things too much. It is in a subcategory already. We would see more water use on the charts.

Chair Rivera asked how would you know.

Ms. Chavez said through the billing sector. We get all the fire meters.

Chair Rivera asked is there a meter on every hydrant.

Ms. Chavez said no, hydrants are not metered.

Mr. Jones said in reference to the others category that is where fire services, which is metered, is included. These are with in buildings that have their own fire suppression systems and meters. Fire hydrants would be factored into unassigned water. We assign an estimate.

Chair Rivera asked that is not factored into this at all.

Mr. Jones said we would assign an estimated volume for the hydrants.

Ms. Chavez said yes and we track actual meters.

MOTION A motion was made by Councilor Romero-Wirth, seconded by Councilor Villarreal, to approve this item.

VOTE The motion passed unanimously by voice vote.

11. REQUEST FOR APPROVAL OF THE ANNUAL REPORT FOR THE SANTA FE RIVER TARGET FLOWS: TARGET YEAR ACTIVITY FROM APRIL 2018 TO APRIL 2019 AND ANTICIPATED ACTIVITY FOR THE SANTA FE RIVER TARGET FLOW YEAR OF APRIL 2019 - APRIL 2020.
Melessia McDonald

Councilor Romero-Wirth said she pulled this to talk about it in a public setting and get a better understanding of our obligation to the river and the need for that and where we are in this very wet year.

Ms. McDonald said thank you all for coming out to the fishing derby.

Ms. McDonald said our annual report looks at the previous year and projections for the next year. Last year was a 300 acre feet year that we released to the Living River. This year we are projecting with the hydrograph in your packet. Alan Hook works very hard on that. We refine it annually. It shows you what we are projecting for using administrative procedures dated 2012. The River Commission reviews it and makes recommendations about that. She reviewed her memo.

Ms. McDonald said the main goal of the Living River is to support animals, plants insects and provide shade and erosion control with plants.

Councilor Romero-Wirth asked the 1,000 acre foot target is the max amount by Ordinance.

Ms. McDonald said that is what we strive for and is what the full allocation is.

Councilor Romero-Wirth said last year it was 300. This year we are going to hit the target.

Ms. McDonald said absolutely. It is based on our snow pack reports as well.

Councilor Romero-Wirth asked why do you measure April to April.

Ms. McDonald said that is the State water year and when reports come out for snow.

Mr. Hook said every spring all the Water Managers put together the basin report for every basin looking at snow water and snow pack. March is the key month to look at stream flow yield and forecasting accuracy. April 1st are the forecasts.

Councilor Romero-Wirth asked is the City complying with the Living River Ordinance.

Ms. McDonald said yes we are. We are following the Administrative Procedures as directed.

Councilor Romero-Wirth asked last year, even though it was a dry year, was the City in compliance with the Living River.

Ms. McDonald said the Living River flows yes. Last year was determined at 300. We can determine a 300 year, but if weather patterns change we can go up to 1,000. If we get more moisture we do adjust.

Councilor Romero-Wirth asked do you adjust throughout the year.

Ms. McDonald said yes. We watch the intake and adjust when distributed. All of this is reported to the River Commission. Any time we change the hydrograph the River Commission is advised. That is the public interface Body who advises the Governing Body. Adjustments can be made. On the River Commission is where it starts.

Councilor Romero-Wirth said it is important to know that these are not arbitrary decisions and the Administrative Procedures on 2012 are what provide you the guidance to stay in compliance with the Ordinance.

Ms. McDonald said correct.

MOTION A motion was made by Councilor Romero-Wirth, seconded by Councilor Villarreal, to approve the report.

VOTE The motion passed unanimously by voice vote.

12. REQUEST FOR APPROVAL OF CHANGE ORDER NOM 2 TO THE ORIGINAL CONTRACT NO. 17-0823 WITH SUB SURFACE CONTRACTING, INC. FOR FY 19/20 CITY WIDE WATER UTILITY CONSTRUCTION AND REPAIR-CIP #953 FOR THE AMOUNT OF $542,187.50 INCLUSIVE OF NMGRT.

Approved on consent.

13. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO THE ORIGINAL PSA 18-1372 WITH SERVICE LINE WARRANTIES OF AMERICA: UTILITY SERVICE PARTNERS TO EXTEND THE TERM TO JUNE 30, 2022. Shannon Jones

Chair Rivera said he pulled this for an update.

Mr. Jones said to date he has not received any calls regarding this service, negative or positive.

Councilor Vigil Coppler said she had one report. She has a friend who called and used the service and was very appreciative and complimentary.

Councilor Villarreal said we still do not have the clear language we suggested last year in the letter. The way the letter is written the City of Santa Fe continues to coordinate services with this company. They coordinate with us and use our logo, but she is not convinced that the letter is how we wanted it to sound and read. It still sounds like a City of Santa Fe program. This will move forward because it is going out soon. Are there any thoughts on that. Were there negotiations on language.

Mr. Jones said through the discussion the intent of the City was to include separate correspondence and not change their form letter. He worked closely with them on that. He did not put the letter in the packet and that was an oversight.

Councilor Villarreal asked did our letter go out with theirs saying it is not our program and giving options.

Councilor Vigil Coppler said she worked with Shannon on that letter. It was very precise. We did the bullets and specific language. She thought it was pretty darn clear.

Councilor Villarreal said she did not see the letter and would love to.

Councilor Romero-Wirth asked was the letter sent out in the same envelope with the company letter.

Mr. Jones said it was communicated to Service Lines that our letter was to be included in their letter. It is in our agreements. He cannot confirm that it was sent out.

Councilor Romero-Wirth asked can we make it part of the contract that they have to include our letter.

Mr. Martinez said we could propose that change to the contract. It would be up to the contractor to accept or reject those changes. It would delay approval of this contract, but he has no issue communicating this particular provision is to be part of the contract itself. He will defer to the wishes of the Committee.

Councilor Villarreal said she though it was part of the contract and not an informal agreement. If we can't prove the letter went out all that work is in vain. If you all could confirm our letter went out with their information that would be great.

Councilor Romero-Wirth said by asking them informally to include our letter with theirs is not as strong a request. It seems we have to make it part of the contract so they are required to do it. She is not sure they are doing it. We need to be very clear what our expectation is.

Chair Rivera asked is there any problem with delaying this

Mr. Jones said there are no problems on his side. We will work with them to get this formalized and bring back a formal amendment.

Councilor Rivera asked how long will that take.

Mr. Martinez said just how long it takes them to get back to us. For our side we can act quickly.

Councilor Romero-Wirth said it would be good to see a copy of the letter you worked on.

MOTION A motion was made by Councilor Romero-Wirth, seconded by Councilor Villarreal, to add a provision to the contract to require our letter to be mailed out with their mailing and that this will be brought back to our August meeting.

VOTE The motion passed unanimously by voice vote, including a yes vote from the Chair.

14. REQUEST FOR APPROVAL TO CONTINUE PROCUREMENT CONTRACTS UNDER RFB '18/2/B FOR THIRTY (30) PROFESSIONAL SERVICE AGREEMENTS FOR SUPPLIERS, PARTS, TOWING AND SERVICES. THESE ARE FOUR (4) YEAR CONTRACTS AND WILL EXPIRE ON DECEMBER 30, 2021. THE REMAINING AVAILABLE FUNDING IS $8,091,700.

A. REQUEST FOR APPROVAL TO SPEND OVER $60,000 WITHIN FY 18/19 AND FY 19/20.

B. REQUEST FOR APPROVAL TO ALLOW THE ENTIRE CITY OF SANTA FE TO UTILIZE THIS PROCUREMENT SOURCE.

C. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO CONTRACT 18-0292 FOR CHANGE OF OWNERSHIP VIA AN ACQUISITION FROM DRIVE TRAIN INDUSTRIES TO INLAND TRUCK PARTS & SERVICE. FUNDING AMOUNT AND SCOPE OF WORK WILL REMAIN THE SAME.

Approved on consent.

15. REQUEST FOR APPROVAL OF CHANGE ORDER NO. 1 TO THE ORIGINAL CONSTRUCTION AGREEMENT 19-0117 WITH A.A.C. CONSTRUCTION, LLC FOR THE PRV REPLACEMENT PROJECT - CIP #3053A FOR FY 19/20 FOR THE AMOUNT OF $250,000 EXCLUSIVE OF NMGRT.

Approved on consent.

16. REQUEST FOR APPROVAL OF AMENDMENT NO. 3 TO THE ORIGINAL PSA 17-0138 WITH VALLI INFORMATION SYSTEMS, INC. DBA POSTAL PROS SOUTHWEST FOR STROMWATER MANAGEMENT EDUCATIONAL PUBLIC OUTREACH VIA THE UTILITY BILL INSERTS FOR THE AMOUNT OF $20,000

EXCLUSIVE OF NMGRT.

Approved on consent.

17. **REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO THE ORIGINAL PSA 18-0177 WITH GREAT WESTERN ELECTRICAL, INC. FOR A TIME EXTENSION THROUGH AUGUST 31, 2019 FOR THE NICHOLS/MCCLURE RESERVOIR ELECTRICAL AND SECURITY IMPROVEMENT.**

Approved on consent.

18. **REQUEST FOR APPROVAL OF AMENDMENT 2 TO THE PSA 18-1365 WITH PUBLIC SERVICE COMPANY OF NEW MEXICO FOR A TIME EXTENSION THROUGH AUGUST 31, 2019 FOR THE NICHOLS TO MCCLURE RESERVOIR UTILITY EXTENSION PROJECT.**

Approved on consent.

19. **REQUEST FOR APPROVAL OF AMENDMENT NO. 4 TO THE PSA 17-0744 WITH MOLZEN CORBIN AND ASSOCIATES FOR A TIME EXTENSION THROUGH OCTOBER 18, 2019 FOR ENGINEERING SERVICES RELATED TO THE DESIGN OF EROSION AND DRAINAGE CONTROL MEASURES ON THE BUCKMAN PIPELINE RIGHT OF WAY (ROW).**

Approved on consent.

20. **REQUEST FOR APPROVAL OF AMENDMENT NO. 4 TO THE ORIGINAL PSA 10345 WITH PK PUBLIC RELATIONS FOR PUBLIC RELATIONS SERVICES FOR THE WATER DIVISION FOR FY 19/20 FOR THE AMOUNT OF $80,000 EXCLUSIVE OF NMGRT. Christine Chavez**

Councilor Romero-Wirth said she wanted to pull this to talk about with us having a wet spring how do we keep up the urgency to conserve water even when we are blessed with loads of water. This is now our long term reality. There is an opportunity in this contract to get the message out there.

Ms. Chavez said this is a four year contract. This next fiscal year is the last year of the contract.

Ms. Chavez's handout is herewith attached to these minutes as Exhibit "1".

Ms. Chavez said we have talked about messaging quite a bit with the Water Conservation Committee and we in the Department talk about it all year long. We are

working on 5 Year Water Conservation Plan. We got community buy-in during our process and got a lot of good ideas on how to maintain the urgency.

Ms. Chavez introduced their consultant, Lynn Komer.

Ms. Komer said this is something we have worked on for many years here and regionally and nationally. What the new studies show is that environmental issues are what you want to focus on. Collective community social behavior and how to change behavior over the long term. What is the value of water. The other thing is giving people actual data so they can compare what they are doing compared with other people and that is Eye On Water. In the fall we developed a campaign and have six additional concepts we have developed. Everything is integrated.

Councilor Romero-Wirth said with your messaging what are you finding to be effective.

Ms. Komer said we look at behavioral studies done in environmental areas. It is that value of water. What works is a collective thing. What you do as one may not make a difference, but collectively it makes a huge difference.

Councilor Romero-Wirth asked does it help at all to tie it to our regional position. The lead story on NPR was that we are out of the drought in New Mexico. So New Mexico may be out of a drought temporarily, but they did not say temporarily. We get our water from the Colorado River and they just signed an agreement between seven states to make sure we are able to use that water, but we don't have that context. Does any of our messaging help us see our responsibility in a regional context.

Ms. Komer said that is where a lot of our earned and owned media comes into play. It is hard to do it as just a single campaign. It is integrating those massages and doing an Op Ed to talk about those issues. For some people they are only interested in saving money on their bill. For others they are deep into the environmental issue.

Councilor Romero-Wirth said it seems we need to counter some of these things that are coming out. It is an ongoing issue for her. She is glad to see you are working this and thinking about it.

Councilor Villarreal said the multi-pronged approach you have is excellent. She hears the radio commercials and ads. She did not realize you had that many theater commercials.

Ms. Komer said they are played very often.

Councilor Villarreal asked are they in all theaters.

Ms. Komer said they are in Regal theaters.

Councilor Villarreal said she is curious about the increase for the costs associated with social media boosts. How does $5,000 relate to boosts that do not cost that much money. She knows it has fluxuated. Explain more about that.

Ms. Komer said the social media platforms procurement process does not allow us to boost through ad dollars. It has to go through a credit card for a certain amount. We build in that money in case we have to do a lot more.

Ms. Chavez said sometimes Lynn gets pulled into other things the utility needs at the time such as website work. We wanted to build in flexibility.

Councilor Villarreal said so it is not just boosts. There may be some other special projects or emergency related communication.

Ms. Chavez said related to social media. Every publication requires a different PO. The State does it differently. The procurement process and the time it takes hurts us in getting things out quickly.

Councilor Villarreal said maybe there is a way to streamline that. We are supposed to follow State procurement. She is not sure why this piece does not follow that. We can talk about that at another time.

Councilor Villarreal said she loves the new ad.

Chair Rivera said it is harder to do things at the end of the fiscal year and that is the most critical time of year for us. Why is it so difficult.

Ms. Chavez said we won't get a new PO issued for next fiscal year until July and we have to have POs to secure ads. It runs right in the middle of summer. We tried to do a gap PO, but that did not work with the procurement process. It turned out to be a big mess.

Councilor Rivera said a couple of years ago the Finance Department talked about P cards. What happened about that.

Mr. Martinez said the Finance Department has distributed some P-cards. The usage varies greatly Department to Department. They are limits as to the amounts you can spend. He doesn't know if the amount would cover the cost of these ads.

Councilor Rivera said it might be something worth looking into.

Ms. Chavez said this is not a small procurement. Ads can run $2,500 to $3,000. There is a monthly limit to the purchase of tangible goods. Ads are not in that category

Chair Rivera said there has got to be a way to make it easier.

Councilor Romero-Wirth said if you have suggestions of how to improve we ought to look at that going forward. This messaging is very important.

Ms. Chavez said we are not the only ones that struggle with this issue. We miss a lot of opportunities due to this.

Ms. Chavez said last year we did not get Lynn's contract approved until September. We had no advertisement due to the procurement process.

Chair Rivera said it is something for us to look into.

MOTION A motion was made by Councilor Romero-Wirth, seconded by Councilor Villarreal, to approve the request.

VOTE The motion passed unanimously by voice vote.

21. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO THE ORIGINAL PSA 18-0988 WITH INTRA WORKS FOR SECURITY SYSTEM MAINTENANCE ON-CALL SERVICES FOR FY 19/20 FOR $21,867.50 INCLUSIVE OF NMGRT.

Approved on consent.

22. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO THE ORIGINAL CONTRACT 18-1164 WITH POLYDYNE, INC. FOR FY 19/20 FOR THE AMOUNT OF $50,000.

Approved on consent.

23. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO THE CONTRACT 18-1029 WITH UNIVAR USA, INC. FOR HI-GRADE EVAPORATED SALT FOR FY 19/20 FOR THE AMOUNT OF $57,600.

Approved on consent.

24. REQUEST FOR APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH GREAT WESTERN ELECTRIC, INC. FOR ON-CALL ELECTRICAL SERVICES FOR THE WATER DIVISION SOURCE OF SUPPLY FACILITIES AND THE WASTEWATER TREATMENT PLANT FACILITIES FOR FOUR (4) YEARS FOR THE TOTAL AMOUNT OF $160,000 EXCLUSIVE OF NMGRT.

Approved on consent.

25. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO THE ORIGINAL PSA 18-1052 WITH THE SANTA FE WATERSHED ASSOCIATION FOR SF MUNICIPAL WATERSHED MANAGEMENT PROGRAM COMMUNITY EDUCATION AND OUTREACH FOR THE AMOUNT OF $31,300 EXCLUSIVE OF NMGRT.

Approved on consent.

26. REQUEST FOR APPROVAL OF AMENDMENT NO. 7 TO THE AGREEMENT 10-1034 WITH XCELL TOWERS, LLC FOR FY 19,20 FOR THE LEASE LOCATED AT TESUQUE PEAK SITE FOR THE AMOUNT OF $9,582.14 EXCLUSIVE OF NMGRT.

Approved on consent.

27. REQUEST FOR APPROVAL OF AMENDMENT NO. 4 TO THE ORIGINAL PSA 16-0026 WITH HDR ENGINEERING, INC. FOR THE WASTEWATER TREATMENT PLANT ANAEROBIC DIGESTERS PROJECT-CIP #950 FOR $223,385 EXCLUSIVE OF NMGRT AND A TIME EXTENSION.

Councilor Vigil Coppler said procedurally page 2 of the memo talks about previous actions. When do things get to get approved internally when on our agenda we have extensions and those only come before this Body. Why do some get internal approval and some can't.

Mr. Jones said with all contracts and agreements approved by Council, if there is an extension, that has to come back before Council for approval. If they are initially approved by the City Manager then the extensions used to go before the City Manager. Today he cannot approve them. Some of the ones you are seeing have been under he previous system of approval.

Mr. Martinez said that accurately describes the process. Previously if there was no monetary impact the City Manager could approve extensions. Under the current reading and adoption of the procurement code the City Attorney felt it was a more prudent course to have any contract approval and extension done by the Council.

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

VOTE The motion passed unanimously by voice vote.

28. REQUEST FOR APPROVAL OF BILL NO. 2019-_____. AN ORDINANCE

GRANTING TO PUBLIC SERVICE COMPANY OF NEW MEXICO ("PNM") A NEW MEXICO CORPORATION, A FRANCHISE TO FURNISH ELECTRICITY WITHIN THE CITY OF SANTA FE, SANTA FE COUNTY, NEW MEXICO, AND GRANTING TO PNM THE RIGHT TO USE ANY PUBLIC HIGHWAY, STREET, ALLEY, ROAD, OR OTHER PUBLIC PLACE WITHIN THE PRESENT OR FUTURE MUNICIPAL LIMITS OF THE CITY OF SANTA FE.
Marcos Martinez

Councilor Vigil Coppler said she pulled this because she was told her amendment was reversed, but she does not see that on the amendment sheet. She wants to confirm that.

The amendment sheet is herewith attached to these minutes as Exhibit "2:

Mr. Martinez said the amendment you proposed is in the packet not on the separate amendment sheet. The Committee may want to weigh in on that amendment and on the other amendments Councilor Abeyta sponsored at Finance.

Councilor Vigil Coppler said the way she reads these amendments they do conflict.

Mr. Martinez said they don't conflict, but the direction and vote at Finance was to reject the proposed amendment and ads these new amendments to the bill.

Councilor Vigil Coppler said the reason she was opposed to the word plant was because she was not sure if this gave carte blanche to building an electric plant on the City right of way. There seems to be momentum to keep the word plant in. So she is not so sure. It puts her at a disadvantage to try to put that amendment back in. She does not really trust that it could not happen. She knows further in the Ordinance it says that they have to follow the zoning codes and Ordinances and such, but putting in these umbrella language seems to give it more credence to do it. That is her concern. She voiced it twice now. She wonders why this is being pushed back in. There must be a reason which she does not know.

Chair Rivera said at Finance it was taken out and referred back to a section that is talking about regulating a plant as defined by the State. Is that correct.

Mr. Martinez said correct. He has had discussions with PNM and proposal to delete the word plant. They expressed that their view was that plant is a term used under the Public Utilities Act which is State Law and they wanted the word plant to be in here because it brings this in line and consistent within the framework with the Public Utilities Act. He could argue by being consistent there is no ambiguity in this franchise agreement and make it clear to PNM that the jurisdiction of this is under the PRC in the operations of plants in New Mexico. Councilor Abeyta felt that section provides

sufficient direction and clarifies plant.

Councilor Vigil Coppler said the other parts of these amendments are so the City can get paid once a month instead of quarterly because the money is used and spent on a by-weekly basis.

Mr. Martinez said the purpose of the changes as to require payment sooner and more regularily so the City can get the revenues as projected.

Councilor Vigil Coppler asked will this application have to go to the PRC.

Mr. Martinez said it is 30 days statutorily before it becomes effective. By making the payments monthly we will receive the first month after this goes into effect.

Councilor Romero-Wirth said this does bring up a process issue. Councilor Vigil Coppler, if no one had told her, would have walked into the meeting thinking her amendment was still in effect and not knowing that there was action at Finance to put back in the word plant. It should be reflected in this amendment or have "strike the former amendment" language in it. How do we comprehensively reflect changes that happen in another Committee. She wants to flag this and how we do things and add this to the list.

Councilor Vigil Coppler said she heard it through the grapevine.

Councilor Romero-Wirth said that is no way to run a government.

Councilor Villarreal said she thinks it would be helpful to make that adjustment reflecting the section about following State law. PNM said that could also mean a sub station. Is that correct.

Mr. Martinez said a plant is a part of the transmission and distribution system that PNM is authorized to construct in the City. He thinks it is part of the infrastructure included in the franchise. Yes.

Councilor Villarreal said she thinks of it as a larger structure. Do we need definitions in this.

Mr. Martinez said the Public Utility Act does clarify in order to construct any new plants anywhere they have to go through the PRC prior to any type of construction activity.

Councilor Romero-Wirth said as a note the change at the Finance Committee was on a unanimous vote. There was a strong argument made to not change the language structure so it would be consistent with State law and legally it was important to be consistent. Maybe we look at it too literally and there is a much bigger reason for

this.

Chair Rivera said the action of one Committee does not supercede another. It was put back in Finance so all the amendments will to City Council and we will discuss them all.

Mr. Martinez said back to process question. He does not think the Committee rules are very clear on that. That is one possibility he thought of. He thinks there is room for Council to clarify its rules by Resolution updating the Governing Body procedural rules. It is a gray area. He does not have a strong position on this.

Chair Rivera said he is in favor of all amendments going to the Governing Body and all of us hear them and make a decision. He would like to understand the definition of plant and the PRC before we hear this in Council.

Councilor Villarreal said she does not have a clear understanding of section 4-2. Could you interperate it for her.

Mr. Martinez said it says full ability of PNM to use the right of way paid for by franchise fees. PNM still has the liability for gross receipts taxes, assessments or local improvements. They don't have to pay other license fees to use the right of way.

Councilor Villarreal said there were other issues brought up at Public Works about priorities we had and did it make sense to put them in this document, such as LED lights and data access. You talked about that in Finance. Can you give us a recap of that and what was discussed as well as other actions we will be taking to fulfil our sustainability plan.

Mr. Martinez said many of the Councilors at Public Works raised many important issues, Councilor Ives in particular. PNM has been communicating with Councilors on an individual basis. A lot of the information requests Councilor Ives was seeking can be made available through other avenues without weighing down this document. Councilor Abeyta was motivated, in part, to get this done in a timely manner so the City gets the revenue it projected. Councilor Ives seemed comfortable moving on. We are in discussions with PNM on the light issue.

Councilor Villarreal said thank you.

MOTION A motion was made by Councilor Vigil Coppler, seconded by Councilor Villarreal, to approve this Ordinance with both the Finance Committee and Public Works Committee amendments included and to move it on to Council.

VOTE The motion passed by a vote of 4 yes and 1 abstention. The abstention

was by Commissioner Romero-Wirth.

29. MATTERS FROM THE PUBLIC

None.

30. MATTERS FROM THE CITY ATTORNEY

None.

31. MATTERS FROM STAFF

There was discussion about holding future meetings at Pubic Utilities Department sites.

Chair Rivera will get with Stephanie to work out the meeting sites. For now they will have the July meeting at the Canyon Road Water Treatment Plant, the August meeting at BDD and the September meeting at the Wastewater Treatment Plant.

32. MATTERS FROM THE COMMITTEE

Councilor Vigil Coppler complimented Shirlene Sitton on the beautiful fundraiser for Santa Fe Beautiful. Everyone did a wonderful job. Thank you.

33. NEXT MEETING
JULY 3, 2019

34. ADJOURN

There being no further business before the Committee the meeting adjourned at 6:45 pm.

Councilor Christopher Rivera, Chair

Elizabeth Martin, Stenographer

Strategic & Integrated Marketing for Santa Fe Water Conservation Office

Social Media Impact from July 1, 2018 through May 31, 2019

Engaging city residents through social media

Facebook

238 Total # of Posts

58,443 Total People Reached

Instagram

[redacted]

Twitter

240 Total # of Tweets

49,800 Total Tweet Views

Nextdoor

9 Total # of Posts

12,601 Total # People Reached

save water SANTA FE

Website Hits

savewatersantafe.com

15,489 Total Pageviews

Acquisition
- Direct Search
- Social Media
- Other

TOP 10 PAGES

1. Home page	2. Rebates	3. Rebate Application
4. Indoor Rebates	5. Outdoor Rebates	6. EyeOnWater
7. Water Conservation Plan	8. Rules & Regulations	9. Events Calendar
	10. Saving Water	

public relations integrated marketing

City of Santa Fe Water Conservation Office Social Media & Website Management

Coordination & management of 4 social media platforms | Content creation and curation | Video production Information Dissemination & Event Promotion | Cross promotion with local partners | Develop informational text that is consistent with Save Water Santa Fe branding and messaging | Identify networks & communities where people engage with content | Direct users to website for more information, i.e. social-website nexus.

Exhibit "1"

Strategic & Integrated Marketing for Santa Fe Water Conservation Office

FY 2019-20 Advertising Overview

Fulfillment of Water Conservation Advertising POs:

Radio & Video Advertising

[redacted]

[redacted]

[redacted]

[redacted]

Print & Digital Advertising

37 Print advertisements

16 Digital advertisements

88 Social Media Ads

Total of 141 print & digital graphic ads placed in FY 19-20

Earned Media

"City of Santa Fe seeks input at water conservation forum." (SF New Mexican)

City of Santa Fe Introduces restaurant water conservation program." (KRQE)

It's Water Saving Season - Here's what you need to know about summer and the city's five-year conservation plan." (SF Reporter)

"The Santa Fe Watershed's 3rd Annual Water Series: Santa Fe's Water Conservation Plan" (Journey Santa Fe)

"Santa Fe looks to expand rebates for water-saving efforts." (SF New Mexican)

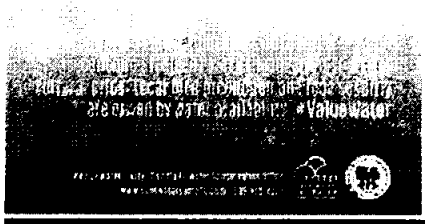
"Santa Fe Cooks Up Sustainable Dining Experience." (Alliance for Water Efficiencies)

MAJOR CAMPAIGNS & INFORMATION GATHERING

- *Make A Reservation to Save Water* (Restaurants and future Hotel Pilot)
- *Fix-A-Leak-Week* (EPA WaterSense partnership participation)
- *Imagine a Day Without Water* (Video of City Fire Department running out of water at a home fire)
- *Connecting Community & Water Conservation* (5-Year Plan: A Community Conversation)
- *Outdoor Irrigation How-to* (Video & Rebate Info Packet)
- *EyeOnWater* (Videos, print and digital ads ongoing)
- *Outdoor Water Restrictions* (Annual Reminder)
- *Next Generation Water Summit* (Local & National Collaboration)

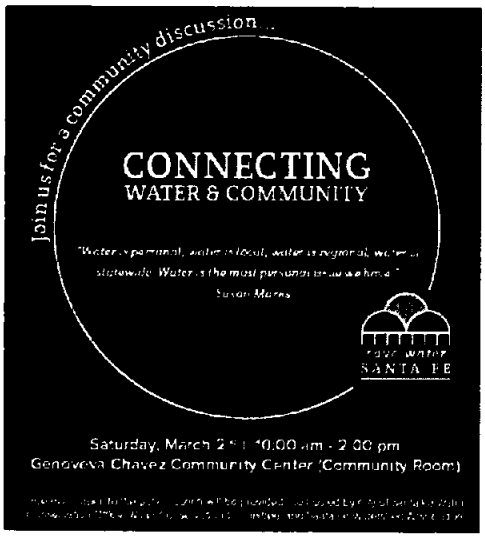
water security is chile security

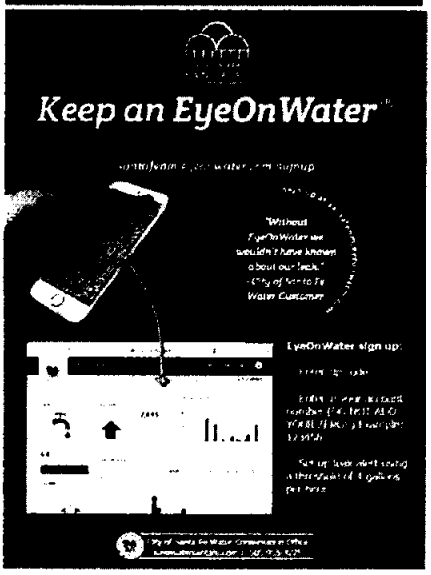
"Red, Green, or Christmas?"
Water makes this question possible.



Ad Vendors

- Hutton Broadcasting
- santafe.com
- National Cinema Media
- Que Suave Radio
- Comcast
- Round the Roundhouse
- Santa Fe New Mexican
- Santa Fe Reporter
- Green Fire Times





public relations
integrated marketing

City of Santa Fe Water Conservation Office Traditional & Digital Advertising

Radio Commercials | Traditional Print Ads | Digital Web Ads | Video Commercials | Social Media Videos
Earned Media | Press Releases | Graphic Design