



# Agenda

CITY CLERK'S OFFICE

DATE 6/24/12 TIME 1:55 PM

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**PUBLIC UTILITIES COMMITTEE  
MEETING  
CITY COUNCIL CHAMBERS  
WEDNESDAY, JULY 3, 2012  
REGULAR MEETING – 5:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF CONSENT AGENDA
5. APPROVAL OF MINUTES FROM THE JUNE 6, 2012 MEETING

**INFORMATIONAL ITEMS**

6. Status Report on the Environmental Services Division. (Cindy Padilla)
7. Update on Current Water Supply Status. (Victor Archuleta)

**CONSENT – INFORMATION ITEMS**

8. Drought, Monsoon and Water Resource Management Update. (Rick Carpenter)
9. Update on AMR Badger Pilot Project. (Peter Ortega and Richard Chavez)

**CONSENT – ACTION CALENDAR**

10. Request for approval of Amendment No. 4 to the Professional Services Agreement with Alpha Southwest for the amount of \$117,361.80 inclusive of NMGR. (Michael Gonzales)

PUC – 7/3/12

FC – 7/16/12

CC – 7/25/12

11. Request for approval of RFB No. '12/33/B City Wide Water Utility Pavement Restoration – CIP# 3040 contract to TLC Plumbing & Utility for the contract period of 365 days, beginning July 1, 2012 for the amount of \$200,000.00 Exclusive of NMGR. (Bill Huey)

PUC – 7/3/12

FC – 7/16/12  
CC – 7/25/12

12. Request for approval of the purchase of Polyelectrolyte (Sludge Thickening Aids) – Bid No. ‘12/23/B’ and Bid No. ‘12/24/B’) for FY 2012/2013 for the Wastewater Treatment Plant and Compost Dewatering Facility. (Luis Orozco)

PUC – 7/3/12  
FC – 7/16/12  
CC – 7/25/12

13. Request for approval of Professional Services contract between Dataprint LLC and the City of Santa Fe for printing and mailing services of utility bills and reimbursement of postage fees. (Peter Ortega)

FC – 6/18/12  
PUC – 7/3/12  
CC – 7/11/12

#### **DISCUSSION ITEMS AND ACTION ITEMS**

14. Request for approval of San Miguel and City of Las Vegas Mutual Water Aide Agreement. (Brian Snyder)
15. Request for approval of the Outreach Plan and Implementation Timeline. (Laurie Trevizo)
16. Request for discussion and direction on managing flows to the Santa Fe River below the City of Santa Fe Wastewater Treatment Plant during peak irrigation months for the 2012 irrigation season. (Marcos Martinez)

#### **MATTERS FROM THE PUBLIC**

#### **MATTERS FROM THE CITY ATTORNEY**

#### **ITEMS FROM STAFF**

#### **MATTERS FROM THE COMMITTEE**

**NEXT MEETING: WEDNESDAY, AUGUST 1, 2012**

#### **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.**

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Tuesday, July 3, 2012**

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**MINUTES OF THE  
CITY OF SANTA FE  
PUBLIC UTILITIES COMMITTEE  
Tuesday, July 3, 2012**

**1. CALL TO ORDER**

A meeting of the Public Utilities Committee was called to order by Councilor Christopher N. Calvert, Chair, at approximately 5:00 p.m., on Wednesday, July 3, 2012, in the Council Chambers, City Hall, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT:**

Councilor Calvert, Chair  
Councilor Carmichael A. Dominguez  
Councilor Christopher M. Rivera  
Councilor Ronald S. Trujillo

**MEMBERS EXCUSED:**

Councilor Bill Dimas

**OTHERS PRESENT:**

Brian Snyder, Public Utilities Director  
Stephanie Lopez, Public Utilities  
Marcus Martinez, Assistant City Attorney  
Melessia Helberg, Stenographer

There was a quorum of the membership present for conducting official business.

**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**

**MOTION:** Councilor Trujillo moved, seconded by Councilor Dominguez, to approve the Agenda as presented.

**VOTE:** The motion was approved on a voice vote, with Chair Calvert, Councilor Dominguez and Councilor Trujillo voting in favor of the motion, no one voting against, and Councilor Rivera absent for the vote.

#### **4. APPROVAL OF CONSENT AGENDA**

**MOTION:** Councilor Trujillo moved, seconded by Councilor Dominguez, to approve the following Consent Informational Calendar as presented and the Consent Action Calendar as amended.

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

#### **CONSENT – INFORMATIONAL CALENDAR**

8. *[Removed for discussion by Councilor Dominguez]*

9. *[Removed for discussion by Councilor Calvert]*

#### **CONSENT – ACTION CALENDAR**

10. REQUEST FOR APPROVAL OF AMENDMENT NO. 4 TO THE PROFESSIONAL SERVICES AGREEMENT WITH ALPHA SOUTHWEST FOR THE AMOUNT OF \$117,361.80, INCLUSIVE OF NMGR. (MICHAEL GONZALES) PUC 07/03/12; FC 07/16/12; and CC 07/25/12.

11. *[Removed for discussion by Councilor Calvert]*

12. REQUEST FOR APPROVAL OF THE PURCHASE OF POLYELECTROLYTE (SLUDGE THICKENING AIDS) – BID NO. 12/23/B AND BIG NO. 12/24/B FOR FY 2012/20132 FOR THE WASTEWATER TREATMENT PLANT AND COMPOST DEWATERING FACILITY. (LUIS OROZCO) PUC 07/03/12; FC 07/16/12; and CC 07/25/12.

13. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES CONTRACT BETWEEN DATAPRINT LLC AND THE CITY OF SANTA FE FOR PRINTING AND MAILING SERVICES OF UTILITY BILLS AND REIMBURSEMENT OF POSTAGE FEES. (PETER ORTEGA) FC 06/18/12; PUC 07/02/12; and CC 07/11/12.

#### **5. APPROVAL OF MINUTES FOR THE JUNE 6, 2012 MEETING**

**MOTION:** Councilor Trujillo moved, seconded by Councilor Dominguez, to approve the minutes of the meeting of June 6, 2012, as submitted.

**VOTE:** The motion was approved on a voice vote, with Chair Calvert, Councilor Dominguez and Councilor Trujillo voting in favor of the motion, no one voting against, and Councilor Rivera absent for the vote.

## **INFORMATIONAL ITEMS**

### **6. STATUS REPORT ON THE ENVIRONMENTAL SERVICES DIVISION. (CINDY PADILLA)**

Brian Snyder said Ms. Padilla's standard report is in the Committee packets. He noted there is a CNG collection unit which is scheduled for a ribbon cutting ceremony at Courtyard Marriott next Friday, July 13, 2012 at 10:00 a.m. He noted the recycling community meeting and educational event last week on June 26, 2012, which went well and quite a few people attended. He said there will be more of those events around the City to raise recycling awareness.

Mr. Snyder they have received questions about the pilot Green Waste Collection Program. He said they are moving this program through, noting to move forward with the Program, 600 participants are needed to make the program work, and they now have 62 people signed up.

Mr. Snyder noted they are trying to do more outreach on recycling, and recently recorded a 30 second PSA titled *Make the Pledge*. He said they provided a brochure and a bag to each Committee member. He said there is also pledge card to do recycling. He said the larger items are notice which can be put on the trash bin saying that you have taken the pledge.

Chair Calvert said, with regard to #3, Efforts to Increase Recycling, he thinks it would be helpful to know some of the common reasons/excuses people give for not recycling. He said where we're falling down is because of people who don't do recycling at all. He said if we don't know the reasons they aren't recycling, we can't overcome that. He suggested soliciting suggestions at the public events as to how to get people to start recycling.

Chair Calvert said with regard to Item B, Keep Santa Fe Beautiful on page 3, he thinks there is confusion about its role, how it is funded, and what it does. He suggested scheduling a presentation at the next meeting by Keep Santa Fe Beautiful giving an overview of what it does, its schedule for the year, goals and objectives, funding and whether it receives assistance from the National entity.

Mr. Snyder will add that to the August agenda.

Chair Calvert said, regarding Item C, Sustainable Santa Fe, there seems to be a lot of interaction between Items 2 and 4 on "C," and we should leverage across departments and should be soliciting those. He asked, with regard to Item D, the reason the opening of the hazardous waste facility was delayed.

Mr. Snyder said he doesn't know the reason, noting there was a walk through of the water system today, and he envisions that within the next month they will be bringing that facility on-line.

Chair Calvert said, regarding Paseo de Vista Landfill and Frank Ortiz Park, what is mentioned applies only to the Paseo de Vista Landfill.

Mr. Snyder said this is correct, but we do have obligations to Frank Ortiz Park, but not to the same level as at Paseo de Vista, and it is mostly erosion control, and to see that it remains covered and there is no garbage showing.

Councilor Trujillo said when they have events at Ft. Marcy, there is only one recycling bin at the very top and one at the beer tent. He said people are still throwing trash in it. He asked if it would be possible put one of the clear ones right at the center. He said we're losing a lot of cans and plastic bottles because they are being thrown in the regular trash.

Chair Calvert suggested working the PA announcer to remind people.

Councilor Trujillo said the PA announcer has been telling them, and he wants to continue to work on that. He said a bin in the middle of grandstand would help a little.

Mr. Snyder said he will work on that as well.

Councilor Dominguez said, with regard to the recycling efforts we're making throughout the City, there is always confusion and concern about contaminated recyclables with trash. He asked if that is part of the recycling effort.

Mr. Snyder said this is part of the campaign, and they get calls about that, noting that is part of the brochure.

Councilor Dominguez asked if that primarily is for curbside customers, or is the intent to roll out a program that goes beyond that and gets to the park, public ROWs and such. He said they are getting ready to roll out some of the Airport Road initiatives, and he would like to provide bins for public trash and recycling.

Mr. Snyder said the program definitely is focused on curbside, and other information such as what to do with hazardous waste, and the program certainly can be expanded.

Councilor Dominguez believes this should be a part of the public information program.

Councilor Dominguez asked if Lisa Randall with the Public Schools has been involved in this effort, and Mr. Snyder say yes.

Mr. Snyder said they do a lot of meetings and coordination with Lisa Randall at the Schools, and Lisa Merrill at SWMA, both of whom are out in the public and meet customers on a daily basis, and we work to get the message across.

Councilor Trujillo asked if thought has been given to putting recycling bins at bus stops.



Mr. Snyder said there are two bins at each bus stop, but there is going to have to be education to avoid contamination.

Chair Calvert said we need to educate for public events such as the Pancake Breakfast.

Councilor Trujillo said we got a "bottle trash bin" from Coca Cola which stands out, and he would like for us to get more of things such as those, commenting those rarely are contaminated. '

Mr. Snyder said it did work well, and likes that approach.

Chair Calvert asked the Committee to keep in mind that it takes labor to go around and collect bins, and if we don't pick up those bins, there is another problem.

## **7. UPDATE ON CURRENT WATER SUPPLY STATUS. (VICTOR ARCHULETA)**

Mr. Archuleta reviewed the *Weekly Water Report Week of June 17, 2012*, which is in the Committee packets.

## **CONSENT DISCUSSION**

## **8. DROUGHT, MONSOON AND WATER RESOURCE MANAGEMENT UPDATE. (RICK CARPENTER)**

Councilor Dominguez said the memo in the Committee packet talks about the intent to continue with aggressive public education and outreach in advance of the possibility of a moderate to severe drought over the coming water year, and asked what that entails. He said in paragraph 2, Mr. Carpenter says, "If the BDD Project is not on line for whatever reason in the upcoming months.." He asked what is meant by "upcoming months," how long is that, and is there a period when we don't have to worry about crossing that threshold again.

Mr. Snyder said Item #15 under Consent gets into the water conservation marketing and outreach program, which is to build on what is already established and to expand it further to get information to the public and the point of water conservation. He said we are in a drought and have been in a drought the last two years. He said because of our planning, and the current Ordinance doesn't allow us to go into drought stages. He said it is largely because of the BDD, resting the well fields and our management of the water system as a whole.

Councilor Dominguez said then the public education campaign needs to make sure people stay diligent in water conservation because there isn't a sense of urgency.

Mr. Snyder said the goal is to keep it fresh in peoples' mind.

Chair Calvert said it also is to keep people from becoming complacent.

Mr. Snyder said overall he doesn't think people are complacent, noting staff monitors demand and as hot and dry as it has been this summer, the demand isn't at the level of the previous two years, noting they are down from last year.

Responding to Councilor Dominguez, Mr. Snyder said the director is working to see the playing fields get sufficient water, while conserving water as well, noting under the direction of Fabian Chavez, the irrigation controllers were implemented at the new parks as well as retrofitted at existing parks. He said the public always is quick to call and notify us about any problems at the Parks, noting the Parks Division has been very responsive to that.

Councilor Dominguez wants to be sure we do whatever we can internally to send the same sense of urgency to City staff as well.

**9. UPDATE ON AMR BADGER PILOT PROJECT. (PETER ORTEGA AND RICHARD CHAVEZ)**

Chair Calvert asked if there is a standard follow-up procedure or methodology after the City has notified someone of a leak, to be sure there is no recurrence.

Mr. Ortega said in June, the 22 meters identified with leak alerts haven't been resolved, and they haven't followed-up with those at this time. He said when doing the reading for the next month, the readers compare the leak alerts to see if there are additional leaks.

Chair Calvert said then a notice is left, but it is up to the person to follow-up. He asked the procedure if the leak is still there the next month.

Mr. Ortega said it depends on size of the leak, and we notify them again – leave them another notice and do outreach to them to see if they are aware of that. He said then if nothing is done, we turn off the meter or take a higher step of action. He said that is in the Ordinance, but it doesn't specifically provide the size of the leak to take that action.

Chair Calvert asked if there is a set criteria saying the leak has to be fixed within a certain time. He said, with regard to turning off service and such, we are trying to encourage voluntary and cooperative conservation, and doesn't think we should consider taking putative action unless it is really egregious. He said there could be issues of economic hardship or health. He said we need to have follow up rather than just leaving a notice and leaving it to them to get the issue resolved.

Mr. Ortega said this is correct, and staff is looking at ways to be more proactive, and they will work with Water Conservation on this.

Chair Calvert said staff needs to establish a threshold with regard to the triggers to escalate the notification protocol to get their attention. He said we will be at odds with one another if we start down a punitive path.

Councilor Trujillo asked if the notification consists of a notice posted on the door. He received a call from an irate customer who said a notice was put on the door, it fell off and they received notice two days later about the leak. He asked the notification procedure.

Mr. Ortega said they also note the leak on the accounts with the new reads and they try to follow up with them on the notices, especially with the drought and problems with irrigation systems. He said they post a note on the account, so if the person calls in the customer service people are aware of the leak and can discuss it with them.

Councilor Trujillo said he thinks our system works well, and he just forwarded the message to Mr. Snyder and wanted Mr. Ortega to be aware of the complaint.

Chair Calvert asked if staff prioritizes the leaks in terms of the largest leak and those to who they do follow-up.

Mr. Ortega said it is a priority to be able to access that information, but normally the meter readers don't have information on the severity of the leak at the time. He said the billing staff is running reports – high low reports – and they do follow up calling customers, especially when the leaks are really severe. He said the meter readers, in leaving notices, include the meter reading.

*Councilor Rivera arrived at the meeting*

Chair Calvert asked if this has the effect of encouraging customers to open the meter lid and look for themselves.

Mr. Ortega said they are allowed to go into the meter can to read the meter and turn it off if there is a severe leak, but to notify the City they are doing this.

Chair Calvert recommended that staff from Water Conservation and the meter readers get together and develop a policy and a message with which to move forward, and to try other things first before taking punitive steps.

11. **REQUEST FOR APPROVAL OF RFP NO. 12/33/B CITY-WIDE WATER UTILITY PAVEMENT RESTORATION – CIP #3040 CONTRACT TO TLC PLUMBING & UTILITY FOR THE CONTRACT PERIOD OF 365 DAYS, BEGINNING JULY 1, 2012, FOR THE AMOUNT OF \$200,000.00 EXCLUSIVE OF NMGR. (BILL HUEY) PUC 07/03/12, FC 07/16/12 AND CC 07/25/12**

Chair Calvert said he pulled this item to request, in the future, that staff include the bid sheets for these kinds of things. He noted there has been a lot of discussion on these kinds of things "of late."

Mr. Snyder asked if he is looking for the Bid Summary, which shows the number of bidders and the bid items, and Chair Calvert said yes.

Chair Calvert noted this is the lowest of qualified bidders, but he still wants to see the bid sheets so everyone on the Committee can review those.

Mr. Snyder said this can be done. He said the process typically is these go to Public Utilities, Finance Committee and then to the City Council. He said he will work with Purchasing to see that the additional sheet is added before this item goes to the Finance Committee.

**MOTION:** Councilor Dominguez moved, seconded by Councilor Trujillo, to approve this request, with direction to staff to add the requested items before sending the item on to the next Committee.

**DISCUSSION:** Councilor Rivera said, where it says "the winning bidder is the lowest acceptable response," it's not necessarily the lowest bid, but it was the lowest bid that met all of the requirements.

Mr. Snyder said in this case it was the lowest bid that was received for this work. In the past, he has seen it written as "lowest responsive bid," which means in some cases somebody may have been underestimated and it may have been thrown out for a number of reason. However, in this case, he understands TLC was the low bidder.

Chair Calvert said the City should use uniform language on this, and choose a word – responsible, qualified or something else to be consistent.

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

## **DISCUSSION AND ACTION ITEMS**

### **14. REQUEST FOR APPROVAL OF SAN MIGUEL AND CITY OF LAS VEGAS MUTUAL WATER AIDE AGREEMENT. (BRIAN SNYDER)**

Councilor Dominguez said he isn't opposed to this, and believes we should help our neighbors whenever possible. However, he would like to know what they're doing in terms of water conservation, a water plan, to avoid continuing to be in this situation. He said if they have done nothing, he wants to send them strong message to advise them they need to get some of that stuff done first for us to help them.

Councilor Dominguez asked if San Miguel/Las Vegas are asking for assistance from other communities for assistance, and what does the 4,000 gallons get for them.

Mr. Snyder said he doesn't know what they are asking from other communities. He does know they have two 4,000 gallon water tankers available, but 4,000 gallons isn't a lot of water in the grand scheme. He said last year its reservoir almost dried up and they had no water whatsoever. He said they have constructed a temporary water distribution system to pump the 4,000 gallons into a reservoir to feed a distribution system so they can provide potable water.

Councilor Dominguez said then it is water it will be running through its system to make it potable, and it won't be two tankers sitting out there. He wants information on how the water will be used to make him feel better about doing this. He also wants to know how the water will be secured, noting in the past there has been concern about people not following the rules. He also wants to know what they are asking from Santa Fe County.

Mr. Snyder said he can get this information for him, and he also can ask Mr. English to attend when this goes to the Finance Committee or the City Council to answer questions.

Councilor Rivera said they asked for water for domestic uses and firefighting. He asked if they need potable water for firefighting purposes. He said it might be nice to separate the water for firefighting from potable water and find a different way to address that.

Councilor Calvert said the limitation is that they have only two 4,000 tankers which will be used for drinking water, unless a fire emergency happens. He said doesn't think they want to contaminate one of the tanks with water that isn't up to drinking water standards.

Councilor Rivera recommended they use treated effluent to fight fires, noting a fire truck can go to any potable tank and load water into the fire truck.

Mr. Snyder he will ask for more detail on the system.

Councilor Rivera said item #4 under the Agreement provides, "The amount shall not exceed 40,000 per purchase, not to exceed 40,000 gallons per month per purchaser." He asked how much water we're talking about.

Mr. Martinez said in this case, the purchaser would be San Miguel County, but he can clarify that, and leave it "not to exceed 40,000 gallons per month," since there is one unique purchaser in this contract.

Councilor Rivera said then San Miguel County is not the actual end user.

Chair Calvert said with two 4,000 tankers, he could see limiting it to 8,000, or will we allow them to send only one tanker at a time.

Mr. Martinez said they haven't expressed a concern, but he feels limiting the purchase to 8,000 gallons at one time would make sense.

Councilor Rivera noted that the City has Water Warning Orange or Water Emergency Red, and asked when we would get to that point.

Mr. Snyder said these are in our ordinance, and to get to that stage, we would have to lose one water source, such as the BDD, or two sources such as the BDD and the Canyon Road Water Treatment Plant. He said it would be a situation where the demand exceeds the resources when we would go into one of those stages, noting it is a stair step approach from water warning orange to emergency red which defines clearly that you can't do certain things.

Councilor Rivera asked if would it be better for the City to enter into a mutual aid agreement with San Miguel County, so if at any time the City is in an emergency then we could borrow or purchase water from San Miguel County.

Mr. Martinez said this is a fine idea and he can incorporate that into the agreement, but believes the City is in a better long term situation than Las Vegas and San Miguel County.

Councilor Trujillo said he also wants the information requested by Councilor Dominguez. He said he has heard the reservoir leaks and has created a wetland, and because of the wetland, they can't fix the leak in the reservoir. He doesn't who won't let them fix the reservoir. He said he is for wetlands, but he believes there is a fix that can be done. He thinks San Miguel needs to step to the plate and find ways to fix whatever it is that needs fixing. He would like full information in this regard.

Mr. Snyder said he has heard stories, and believes it is partly due to a lack of funding, but he will get the details for the Committee.

Mr. Martinez said he said he does know the City is in a protracted battle with the acequias in their adjudication of the Galisteo Rivera, and he can get more information in this regard.

Councilor Dominguez recognizes there are things beyond the control of these governing entities, but he wants to be sure they are making the tough choices that this, and previous governing bodies have made in terms of its water resources, long range water plans and such. He said he wants to be sure they are as diligent as they can and should be with their water sources.

Councilor Dominguez said in looking at the agreement, Item #2 Surcharge provides, ... as an overlay onto the base rate..." He asked if this is a new rate we are creating in this agreement or is there already a rate which clarifies or defines that.

Mr. Martinez said there is a rate which defined in City Code, Exhibit B, and the rate is under Paragraph 1 of the Agreement, which is \$2.05 per 500 gallons. He said a surcharge under that same exhibit happens basically during the irrigation season, so it increases to \$2.55 per 500 gallons during the months of May-October.

Responding to Councilor Dominguez, Mr. Martinez said an overlay on the base rate just means added to the base rate of \$2.05, and we're not creating a new policy.

Chair Calvert said at the top of page 1 of 5, it says, "Water Supply Agreement between the City of Santa Fe and the City of Las and San Miguel County," but from there forward, there is no mention of Las Vegas. He asked if the Agreement is with the County and City, or one or the other.

Mr. Martinez said on the page facing the beginning of this agreement, there is an Office of Emergency Management for both the County and City of Las Vegas. However, they approached us with a form which was inadequate, which he expanded into the current contract. He said the entire signature block dealt only with San Miguel County, so it was his understanding that San Miguel County is the entity which also is acting on behalf of the City.

Mr. Martinez said he will get clarification from Mr. English in this regard, before he changes the contract.

Chair Calvert suggesting adding a sentence under Agreement "On declaration of a water emergency by San Miguel County, the following shall..." He said all of this is contingent on them having an emergency, but we never say they have to declare it for this go into effect, and thinks we need to say that.

Chair Calvert under #7, page 2, it says the word "customer," and said perhaps we should include parenthetically San Miguel County and/or City of Las Vegas if applicable.

Chair Calvert asked, regarding #8 Exception, what would trigger the exception.

Mr. Martinez said he suspects the only limit which would be waived would be the quantification that they may have approached 40,000 gallons and they are in dire need of more domestic water use. He said we can add a clause which provides that any Exceptions will be brought to the following Public Utilities Committee meeting, so you would be informed of it.

**MOTION:** Councilor Dominguez moved, seconded by Councilor Trujillo, to approve this request, with direction to staff to provide the requested information by the Finance Committee meeting, and to include the suggestions for change which were made by this Committee.

**DISCUSSION:** Chair Calvert said if it isn't critical, we could bring it back to this Committee for clarification. He asked Mr. Snyder to send the answers to the questions to the PUC Committee members in the event this doesn't come back to PUC.

Mr. Snyder said he will definitely follow up with the Committee either via email or in a Memo format.

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

**15. REQUEST FOR APPROVAL OF THE OUTREACH PLAN AND IMPLEMENTATION TIMELINE.  
(LAURIE TREVIZO)**

**MOTION:** Councilor Trujillo moved, seconded by Councilor Dominguez, to approve this request.

**DISCUSSION:** Chair Calvert asked in the last paragraph if she meant to say "participation" and not "appreciation."

Ms. Trevizo said she would like both but it is supposed to be "participation."

Chair Calvert said on page 2 of the Plan, under Item #2 Promote Actions it says, "Promote actions that achieve long-term reductions in use.... He believes the outreach plan should increase activity across the City's conservation efforts." He said he believes the Outreach Plan should increase results. He understands there needs to be activities/actions to produce the results, but he doesn't want a plan which is activities without measurable results. He would like to see that included.

Ms. Trevizo said, responding to the Chair, a SWOT is Strengths, Weaknesses, Objectives and Threats.

Chair Calvert said the first time it is mentioned, she needs to say what it is.

Chair Calvert said on page 5 under Message Development, we need to indicate that the big reason the rates were increased was to fund the BDD, not water conservation. He said another one we need to include is the pride in our status or rank in water conservation in the State and nationally.

Ms. Trevizo said that is the main theme of the plan within itself. She said they are developing a new tag line, *Keep it Down*, because we want everyone know we have done a good job within water conservation and it is part of the message and circulates throughout the theme of the Plan.

Chair Calvert said we can make a point of saying what our status is relative to other New Mexico municipalities, and is information people should have.

Chair Calvert said on page 6, under Why, one of the questions she will get and will have to answer which he hears, is why should I save water if it is just going to go for development and growth. He said this is one of the questions to which she needs to frame an answer under frequently asked questions.

Ms. Trevizo said part of the website development will include Frequently Asked Questions [FAQs] in an effort to answer those kinds of questions, and to have standard response to how the City feels about those questions.

Chair Calvert said on page 8, under Customer Bill Messaging, we need to have a new account package to give to people – residential or business – so they know the rules. When someone opens a new account we need an information package to send to people to get them up to speed.



Chair Calvert said, with regard to the Meter Reader Door Hangers under Item #4, we should leave them a door hanger to let them know they have a leak, but we need to work together within the Division to enhance what we do on that front and include some follow-up and working with them in terms of the cooperation we're trying to instill and build.

Chair Calvert said on page 8, under the Water Conservation Committee, it says, "The presentation and handouts should be reviewed to ensure consistent messaging and dovetail with the goals and objectives of the outreach plan." He said he would emphasize that there has to be a buy-in from the people on the Committee that are doing those presentations that there is an agreed up message and we're not interspersing these presentations with our personal opinions on this.

Ms. Trevizo said this is correct, and through the Water Conservation that particular presentation was agreed up, and in attending those presentations, those have changed over time, and that is a reference to that change over time, and we want it to be the presentation presented to the Committee and to City staff.

Chair Calvert said this is the reason he making this point. He said sometimes people have their own biases and agendas, but if they are going out as a part of the Water Conservation Committee, they have to put those aside and present the agreed upon message between City staff and the Committee.

Chair Calvert said the State Government Outreach on page 9 is huge, because the State presence in Santa Fe is big, and we need to work with State government operations to conserve water, and emphasize that everyone is doing their share and we are all in this together. He said if they don't work with us and conserve water, it hurts the messaging.

Ms. Trevizo said she will be targeting all State employees in *Around The Roundhouse* saying we have a collective responsibility to conserve water, and she will be offering tips as well. She said we want to let them know they can make that change within their own organization as well.

Chair Calvert said he would add that we need to meet with the appropriate State staff to be sure we are all on the same page, and cooperation would be nice to set an example for the community and to get buy-in.

Chair Calvert on page 10, under Elementary School, she says, "... the winning poster will be displayed all months except July and August to allow for two water saving 'how to' tips bus ads during peak demand months." He said the poster from that contest is on only one bus, and the other buses could do the tips.

Ms. Trevizo said she did catch that one and spoke with the contractor that it was better to have two buses.

Chair Calvert said on page 12, under estimates, "Collateral material and website copy creative development drafting and editing – 60 hours (\$6,000)." He said this is \$100 per hour which seems high and asked if this is the going rate.

Ms. Trevizo said she solicited quotes for website development, and we received quotes at the \$6,000 amount and escalated up from there. She said they chose the contractor in the \$6,000 range.

Ms. Trevizo said earlier this year, Water Conservation and Meter Reading worked together to apply for a grant of \$1.5 million to the Bureau of Reclamation for the AMR project, but received notification that it wasn't funded at this time, and we are on the list. If monies become available at the end of the fiscal year, if funds are available, we might have a chance to be funded.

Chair Calvert understands she met with them to talk about the problems with the original submittal and making improvements on the next application, and Ms. Trevizo said this is correct.

Ms. Trevizo said the City participates in "Fix a Leak Week."

Chair Calvert said the problem of leak detection has to be ongoing all year long for various reasons to get people's cooperation.

**RESTATEMENT OF THE MOTION:** Councilor Trujillo moved, seconded by Councilor Dominguez, to approve this request, with the changes proposed by Chair Calvert.

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

**16. REQUEST FOR DISCUSSION AND DIRECTION ON MANAGING FLOWS TO THE SANTA FE RIVER BELOW THE CITY OF SANTA FE WASTEWATER TREATMENT PLANT DURING PEAK IRRIGATION MONTHS FOR THE 2012 IRRIGATION SEASON. (MARCUS MARTINEZ)**

Mr. Martinez said his conclusion is that the City can do short term effluent discharges without creating a new obligation. He said at the end of the last memo, it was more of a cautionary note. He said they have an Intern in the City Attorney's office, and he asked him to research beyond New Mexico, anywhere where there was the danger of an obligation created by effluent deliveries, and he couldn't find any, noting this is consistent with what he found in the past. He said he feels more comfortable saying this is a short term matter, and it is a matter of discretion with the City that we can do this.

Councilor Dominguez asked, "So are you saying that if we do this temporarily, it doesn't necessarily obligate us in the future."

Mr. Martinez said yes.

Councilor Dominguez said, "So, temporary is temporary. It's not that the Courts are going to say we've done it in the past so now you're obligated because of that action. Okay."

Mr. Martinez said that is correct.

Chair Calvert said there is a statement in the second Memo, on page 2, "It is staff's understanding, that in 2003-2004 (before the arrival of the beavers), approximately 3 million mgd outflow from the wastewater treatment plant provided adequate water for the irrigators in La Bajada and La Cienega. We

do not currently know what quantity of flow is needed to reach the irrigators in La Bajada and La Cienega given the current configuration of the beaver ponds, riparian vegetation and wetlands." Councilor Calvert said it may not be different, but if it is, perhaps it would be good to have the experts in this field to weigh-in on that information.

Mr. Snyder said he can do that. He said during the month of June we averaged about 800,000 gallons per day more going to the River than last year, and we still were getting complaints from La Bajada that they weren't getting sufficient water.

Councilor Calvert asked if there are ways to work within the system to be sure water reaches La Bajada. He said things can be done without removing and destroying the beavers to make them work better for everyone. He said this is the kind of information we need, because if we put more water down river, but it doesn't reach them it does no one any good. However, he believes there are ways to manage the ponds and areas to be sure that if we put more water in, more gets down stream.

Chair Calvert said he believes we need to make it crystal clear that this is temporary, that we have some sort of contract/pact or something to be sure they know that this is temporary, which would allow time for them to work with County and State people to help them reduce consumption through technology or other means.

Mr. Martinez said, "I actually think the statements from this Committee and the Council, alone, that this is a temporary procedure and that we don't need a contract. In other words, that they don't have any contract rights to receive this effluent is a safer path to go."

Chair Calvert wants to ensure that they get the message that this is temporary, and in the meantime, perhaps they should be looking at methods to accomplish the same things with less water – however they manage their water – and improve upon water usage..

Councilor Rivera asked if there was any discussion with County and what they can do to help, other than the agreement with the State that the City take the brunt of it, because many of the residents are in the County.

Mr. Snyder said there have been very limited conversations with the County on this topic since last year, when there were more detailed conversations. He said it was their idea that it's the City's responsibility to provide water to the River from the County's perspective.

Councilor Rivera said then the County didn't want to open more discussions in this regard.

Mr. Snyder said as of last year it didn't appear the County was willing to open a discussion on that. There was also some concern that a good number of the beaver dams which are causing the blockages, as portrayed by La Bajada and La Cienega residents, reside on City-owned land. They made the point that it is on City land, it is City water in the River, as well as that it is the beaver dams which are retaining the water.

Councilor Dominguez said we have had the discussion in the past about what the County is doing to educate its users about water conservation. He said there is a joint meeting with the County next week, and doesn't know if that is an appropriate place to talk about that. He said he wants to get a better understanding of the current effluent agreements in place. He would like a summary sheet from staff to explain that.

Councilor Dominguez said he still is confused with regard to the statement that if we do this temporarily and it's clear that it's temporary the City is not obligated to continue. However, in reading Mr. Martinez's memo, there is something about if the environment changes or the runoff creates a place where an endangered species lives, then we become obligated to provide that water. He is still a little uncomfortable with that.

Mr. Martinez said, "The best answer I can give is that right now, we won't be creating an obligation, but if something changed, like a new, endangered species were discovered there, we would have to come back to this Committee and the City Council and say something's changed. But at present time, I feel that we can release water in the short term at our discretion, the City's discretion and it won't create an obligation. But, I put those in there just to give this Committee a heads up that if the Clean Water Act were regulated differently tomorrow, we would come back here and say something changed."

Councilor Dominguez said he appreciates staff's comments on that, but it still feels uncomfortable, because there is obviously some level of uncertainty that exists.

Chair Calvert said, on the endangered species front, if an endangered species were suddenly discovered there, he doesn't believe it would be because of the extra flow. In other words, extra flows aren't going to spontaneously generate an endangered species.

Councilor Dominguez said on page 2 in the second memo, Ms. Garcia talks about "until the SWAN park is built out there is enough treated effluent." He asked if they also are saying that in the future, regardless of whether we provide this additional flow down river, there may not be sufficient effluent even for the SWAN park.

Mr. Martinez said he reads it to mean that we may not be able to provide additional flows to the Santa Fe River, not SWAN park.

Councilor Dominguez said, even if we do not provide additional flows down the Santa Fe River, right now we have sufficient water for SWAN park.

Mr. Snyder said this is his understanding. He also understands there are a lot options the City still is considering, and it is important to keep this discussion going, because there are some options which could take away some water.

Chair Calvert said this is the whole discussion about the Unclaimed Water Plan [Former Treated Effluent Management Plan]. He said nothing has been decided to this point, and we have been giving

input to staff on priorities. He said that is where you get into those kinds of decisions – do we have all we need for SWAN park, or do we need to put some in the River, or there other uses such as the Horse Park for which maybe we don't necessarily need to continue to provide water. These are the decisions we will be making and on which staff is seeking direction to ensure the things we see as priorities do get water.

Councilor Dominguez said SWAN park is a priority for him. He said he doesn't feel comfortable making a motion because he still doesn't understand the agreements. He said Mr. Martinez said no matter what, we have enough water to provide a temporary flow.

Chair Calvert asked Ms. Borchert if she would like to comment on this.

Ms. Borchert asked if the decision is whether to provide additional flows down the Santa Fe River temporarily.

Chair Calvert said yes.

Ms. Borchert said she doesn't know what the alternative is. The water gets sent out to the various people we have right now, and the rest goes down the Santa Fe River. She said unless there is action by the Committee to send the water to the MRC or to Marty Sanchez, two options she can think of, that water will *de facto* go down the Santa Fe River.

Councilor Dominguez said it is by default and not by direction from us, and Ms. Borchert said, "Exactly."

Chair Calvert said the question is do you want to get credit for it or not. He said we get extra water because Las Campanas stopped taking the water. We have this extra water right now, and we don't have a need for it.

Ms. Borchert said this is correct.

Chair Calvert said it is something we are in a position to do, but we're not in a position to do it forever. He said when other things start happening, such as the SWAN park, then circumstances will change. This is the reason we can tell them we are willing to do this, but it's temporary. He asked if we can give them a timeline as to what temporary means, but it's less than 5 years.

Ms. Borchert said the Committee is aware of the Reclaimed Wastewater Use Plan which is moving through the process. She said one decision point is do you want to enter into a temporary contract with the Equestrian Center to sell water to them, or would you like to put it into the River for downstream irrigators. She said, "In my mind that is the only short term choice you have for this water, unless some other irrigator, some other interested party for effluent, emerges that we are unaware of right now. Or, like I said, maybe Marty Sanchez needs more water, maybe MRC needs more water. I haven't heard that from them, but that would be another thing that could happen in the next 5 years until the SWAN park comes on line and starts using some of that water."

Chair Calvert said, in terms of getting credit for the water, the County and the State have weighed in on certain things, so it would not be a bad idea to show them we're trying to help. If they get the impression we're thumbing our nose at the whole thing, then there might be legislation in the future that could compel us to do these things.

Ms. Borchert said they met this morning with a collaborative group downstream of the wastewater treatment plant, and Representative Hall, who sponsored HM-74, was there and said just that, that he plans to try to get some money to help them in some way, and he is gung-ho to help that community. She said our involvement is important and showing that we are extending a hand also is important.

Councilor Trujillo said the first year he was on the Council, the City had a lot of water stored at Heron and we gave water to the silvery minnow. He got a lot of calls from angry constituents about giving water to the silvery minnow. However, we couldn't use that water, and we seem to be in the same situation now.

Ms. Borchert said yes. She said the City has 20,000 afy stored in Elephant Butte, but she doesn't see how that would help the irrigators in La Bajada or La Cienega, or even the silvery minnow. She said the Rio Grande is in a desperate situation right now. She said the native flows are very low. She said another factor is that irrigators across the state, anyone who is a farmer on any kind of water system, any kind of acequia, right now doesn't have much supply. She said it isn't only La Bajada and La Cienega.

Councilor Trujillo asked how long we are looking at extending this water temporarily.

Chair Calvert said he doesn't know whether we want to define temporary, or if we would say we would be willing to look at this annually for further commitment, not committing ourselves to anything long term.

Responding to Councilor Trujillo, Mr. Martinez said the request in the packet is for the 2012 irrigation season, so perhaps we could bring this back to the Committee each year.

Councilor Trujillo said he has no problem sending water downstream, but thinks this should come back to this Committee annually. However, he has concerns that when the SWAN park comes on line there is sufficient water, commenting he doesn't want to see the parks vegetation die either.

**MOTION:** Councilor Trujillo moved, seconded by Councilor Rivera, to approve this request, for this year only, allowing additional water which the City has available to go down River during the irrigation system.

**DISCUSSION:** Mr. Snyder said the amount of water leaving the plant is dependent on the amount of wastewater going into the plant. He said we have less water going into the plant now than we did 10 years ago because of water conservation. He said the Committee needs to bear in mind that we will continue to have less water going into the plant and we have certain obligations with the MRC, the Country Club and Marty Sanchez. He said he doesn't want to quantify the amount, commenting it is unknown and it is dependent on what is coming in and what is going out to the contractors to whom we are obligated.

**VOTE:** The motion was approved on a voice vote, with Chair Calvert, Councilor Trujillo and Councilor Rivera voting in favor of the motion, and Councilor Dominguez voting against.

**Explaining his vote:** Councilor Dominguez said, "I just want to explain my vote. I'm going to vote no for now. I may vote for this by the time it gets to Council, but I'd like to feel more comfortable that it is temporary."

## **MATTERS FROM THE PUBLIC**

**Brian Bird, employee of Wild Earth Guardians, formerly Forest Guardians,** said they have members in the City and County. He said they met this morning, as Ms. Borchert mentioned, and they are forming a collaborative of many interests that are going to work toward the long term health of the lower Santa Fe River, as well the benefit of the traditional agricultural systems and people downstream. He said they are working hard to find solutions to all of the different issues which affect the lower River, including the Wild Earth Guardians restorations projects which have resulted in beavers populating that portion of the River. He said he is speaking only on behalf of Wild Earth Guardians and not on behalf of the new collaborative organization being created. He thanked the Committee for its discussion this evening on the River and for the Committee's motion approved to get temporary relief to the lower system.

## **MATTERS FROM THE CITY ATTORNEY**

None.

## **ITEMS FROM STAFF**

None.

## **MATTERS FROM THE COMMITTEE**

None.

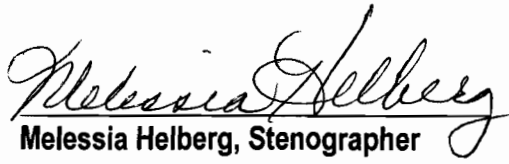
## **NEXT MEETING: WEDNESDAY, AUGUST 1, 2012**

## **ADJOURN**

There was no further business to come before the Committee, and the meeting was adjourned at 6:45 p.m.

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Christopher Calvert, Chair

  
Melessia Helberg, Stenographer