



# Memorandum



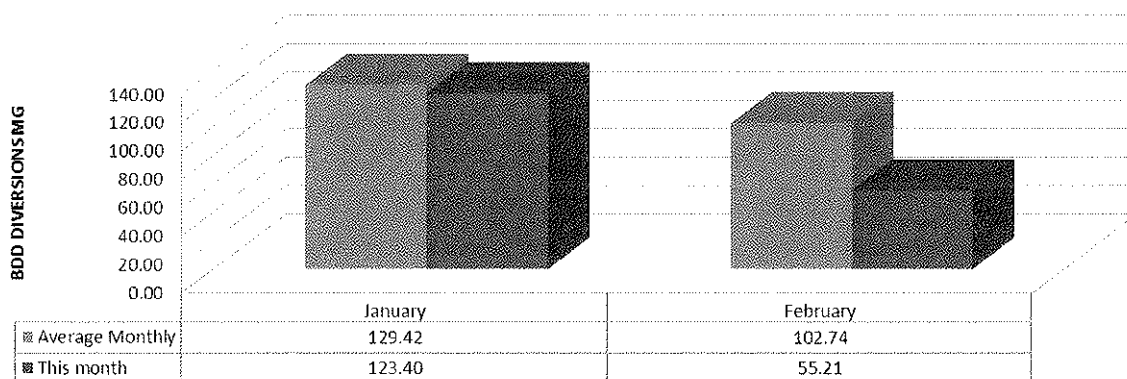
## Buckman Direct Diversion

**Date:** February 15, 2018  
**To:** Buckman Direct Diversion Board  
**From:** Michael Dozier, Operations Superintendent *MD*  
**Subject:** Update on BDD Operations for the Month of February 2018

### ITEM:

- This memorandum is to update the Buckman Direct Diversion Board (BDDDB) on BDD operations during the month of February 2018. The BDD diversions and deliveries have averaged, in Million Gallons Daily (MGD) as follows:
  - Raw water diversions: 3.82 MGD Average
  - Drinking water deliveries through Booster Station 4A/5A: 3.50 MGD Average
  - Raw water delivery to Las Campanas at BS2A: 0.30 MGD Average
  - Onsite treated and non-treated water storage: 0.02 MGD Average
- The BDD is providing approximately 64% percent of the water supply to the City and County for the month.
- The BDD year-to-date diversions are depicted below:

**Year-To-Date Comparison**



4. Background Diversion tables:

**Buckman Direct Diversion Monthly SJC and Native Diversions**

Jan-18

In Acre-Feet

Month	Total SJC + Native Rights	SP-4842 RG Native COUNTY	SD-03418 RG Native LAS CAMPANAS	SJC Call Total	SP-2847-E SJC Call CITY	SP-2847-N-A SJC Call LAS CAMPANAS	All Partners Conveyance Losses
JAN	391.362	85.737	0.000	305.624	305.624	0.000	190.265
FEB	158.114	13.926	0.000	144.188	144.188	0.000	144.188
MAR	0.000	0.000	0.000	0.000	0.000	0.000	0.000
APR	0.000	0.000	0.000	0.000	0.000	0.000	0.000
MAY	0.000	0.000	0.000	0.000	0.000	0.000	0.000
JUN	0.000	0.000	0.000	0.000	0.000	0.000	0.000
JUL	0.000	0.000	0.000	0.000	0.000	0.000	0.000
AUG	0.000	0.000	0.000	0.000	0.000	0.000	0.000
SEP	0.000	0.000	0.000	0.000	0.000	0.000	0.000
OCT	0.000	0.000	0.000	0.000	0.000	0.000	0.000
NOV	0.000	0.000	0.000	0.000	0.000	0.000	0.000
DEC	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>TOTAL</b>	<b>549.476</b>	<b>99.663</b>	<b>0.000</b>	<b>449.813</b>	<b>449.813</b>	<b>0.000</b>	<b>334.454</b>

In Acre-Feet

Month	Native COUNTY	Native Las Campanas	SJC TOTAL	SJC CITY	SJC Las Campanas	All Partners Diversions
JAN	85.737	0.000	115.359	115.359	0.000	201.096
FEB	13.926	0.000	0.000	0.000	0.000	13.926
MAR	0.000	0.000	0.000	0.000	0.000	0.000
APR	0.000	0.000	0.000	0.000	0.000	0.000
MAY	0.000	0.000	0.000	0.000	0.000	0.000
JUN	0.000	0.000	0.000	0.000	0.000	0.000
JUL	0.000	0.000	0.000	0.000	0.000	0.000
AUG	0.000	0.000	0.000	0.000	0.000	0.000
SEP	0.000	0.000	0.000	0.000	0.000	0.000
OCT	0.000	0.000	0.000	0.000	0.000	0.000
NOV	0.000	0.000	0.000	0.000	0.000	0.000
DEC	0.000	0.000	0.000	0.000	0.000	0.000
<b>TOTAL</b>	<b>99.663</b>	<b>0.000</b>	<b>115.359</b>	<b>115.359</b>	<b>0.000</b>	<b>215.022</b>

**2016 Buckman Direct Diversion Monthly SJC and Native Diversions**

Month	Total SJC Release (Ac-ft)	Conveyance Losses (Ac-ft)	Total SJC Available at BDD Diversion (Ac-ft)	CITY Total SJC Diversion (Ac-ft)	Las Campanas Total SJC Diversion (Ac-ft)	Total Native Rio Grande Diversion (Ac-ft)	Total BDD Surface Diversion (Ac-ft)	SJC used to offset Buckman Wells
JAN	328.16	3.03	325.13	325.13		50.54	375.67	
FEB	248.93	2.29	246.65	246.65		77.48	324.13	
MAR	459.31	4.26	455.05	455.05		128.55	583.60	
APR	562.55	5.04	557.51	557.51		145.95	703.46	
MAY	407.82	3.63	404.19	404.19		179.69	583.88	
JUN	291.83	2.66	289.17	191.31	97.86	34.26	323.43	
JUL	360.03	3.26	356.77	251.89	104.87	113.93	470.69	
AUG	133.52	1.22	132.30	88.75	43.55	67.55	199.85	
SEP	313.61	2.52	311.09	311.09		316.73	627.82	
OCT	585.70	4.23	581.47	563.60	17.88	149.97	731.45	
NOV	288.72	2.58	286.14	282.09	4.05	122.83	408.97	
DEC	277.86	2.22	275.64	275.64		109.01	384.65	
<b>TOTALS</b>	<b>4,258.04</b>	<b>36.94</b>	<b>4,221.11</b>	<b>3,952.90</b>	<b>268.21</b>	<b>1,496.49</b>	<b>5,717.60</b>	

**Source of SJC Releases in reporting month. Includes conveyance losses.**

2016	Total Release (Ac-ft)	ABIQUITU		
Month		City	County	Club at Las Campanas
JAN	328.16	328.16		
FEB	248.93	248.93		
MAR	459.31	459.31		
APR	562.55	562.55		
MAY	407.82	407.82		
JUN	291.83	193.07		98.76
JUL	360.03	254.20		105.83
AUG	133.52	89.57		43.95
SEP	313.61	313.61		
OCT	585.70	567.69		18.01
NOV	288.71	284.63		4.08
DEC	277.86	277.86		
<b>TOTALS</b>	<b>4,258.03</b>	<b>3,987.40</b>		<b>270.63</b>

**2015 Buckman Direct Diversion Monthly SJC and Native Diversions**

Month	Total SJC Release (Ac-ft)	Convey-ance Losses (Ac-ft)	Total SJC Available at BDD Diversion (Ac-ft)	CITY Total SJC Diversion (Ac-ft)	Las Campanas Total SJC Diversion (Ac-ft)	Total Native Rio Grande Diversion (Ac-ft)	Total BDD Surface Diversion (Ac-ft)
JAN	246.57	2.40	244.17	244.17		66.12	310.29
FEB	272.15	2.36	269.79	269.79		56.73	326.52
MAR	180.19	1.60	178.59	178.59		178.02	356.61
APR	0.00	0.00	0.00	0.00		40.13	40.13
MAY	226.67	2.15	224.53	224.53		238.73	463.26
JUN	563.77	5.04	558.72	448.40	110.33	128.54	687.27
JUL	299.65	2.70	296.95	234.93	62.02	148.67	445.62
AUG	279.43	2.54	276.89	276.89		213.73	490.62
SEP	552.16	4.98	547.18	547.18		130.85	678.03
OCT	597.48	5.30	592.18	592.18		80.41	672.59
NOV	428.42	3.89	424.52	424.52		66.27	490.79
DEC	197.65	1.76	195.89	195.89		111.20	307.09
<b>TOTALS</b>	<b>3,844.14</b>	<b>34.72</b>	<b>3,809.41</b>	<b>3,637.07</b>	<b>172.35</b>	<b>1,459.40</b>	<b>5,268.82</b>

**Source of SJC Releases in reporting month. Includes conveyance losses.**

2015 Month	Total Release (Ac-ft)	ABIQUIU		
		City	County	Club at Las Campanas
JAN	246.57	246.57		
FEB	272.15	272.15		
MAR	180.19	180.19		
APR	0.00	0		
MAY	226.67	226.67		
JUN	563.76	452.44		111.32
JUL	299.65	237.07		62.58
AUG	279.43	279.43		
SEP	552.16	552.16		
OCT	597.48	597.48		
NOV	428.42	428.42		
DEC	197.65	197.65		
<b>TOTALS</b>	<b>3,844.13</b>	<b>3,670.23</b>		<b>173.90</b>

**2014 Buckman Direct Diversion Monthly SJC and Native Diversions**

Month	Total SJC Release (Ac-ft)	Convey-ance Losses (Ac-ft)	Total SJC Available at BDD Diversion (Ac-ft)	CITY Total SJC Diversion (Ac-ft)	COUNTY Total SJC Diversion (Ac-ft)	Total Native Rio Grande Diversion (Ac-ft)	Total BDD Surface Diversion (Ac-ft)	SJC used to offset Buckman Wells
JAN	383.35	3.74	390.34	390.34		12.68	403.02	
FEB	349.51	3.28	341.55	341.55		11.38	352.93	
MAR	373.88	3.66	381.69	357.07	34.09	148.83	539.99	
APR	178.75	1.70	176.78	92.46	84.47	227.22	404.15	
MAY	491.46	4.61	480.35	389.13	91.22	374.86	855.21	
JUN	427.50	3.96	412.65	295.07	117.58	292.84	705.49	
JUL	425.22	4.14	431.96	399.51	32.46	72.32	504.29	
AUG	496.68	4.60	479.66	479.66		96.07	575.73	
SEP	552.71	5.40	562.83	562.83		84.85	647.68	
OCT	381.93	3.63	378.30	378.30		142.46	520.76	
NOV	441.14	4.09	426.17	426.17		11.59	437.76	
DEC	423.99	4.13	430.74	430.74		19.56	450.30	
<b>TOTALS</b>	<b>4,926.12</b>	<b>46.94</b>	<b>4,893.02</b>	<b>4,542.83</b>	<b>359.82</b>	<b>1,494.66</b>	<b>6,397.31</b>	

**Source of SJC Releases in reporting month. Includes conveyance losses.**

2014	Total Release (Ac-ft)	ABIQUIU		
Month		City	County	Club at Las Campanas
JAN	383.35	383.35		
FEB	349.51	349.51		
MAR	373.74	346.37		27.37
APR	178.83	93.42		85.41
MAY	491.82	399.41		92.41
JUN	427.82	307.54		120.28
JUL	425.22	397.13		28.09
AUG	496.68	496.68		
SEP	552.71	552.71		
OCT	381.93	381.93		
NOV	441.14	441.14		
DEC	423.99	423.99		
<b>TOTALS</b>	<b>4,926.74</b>	<b>4,573.18</b>		<b>353.56</b>

**2013 Buckman Direct Diversion Monthly SJC and Native Diversions**

Month	Total SJC Release (Ac-ft)	Convey- ance Losses (Ac-ft)	Total SJC Available at BDD Diversion (Ac-ft)	CITY Total SJC Diversion (Ac-ft)	COUNTY Total SJC Diversion (Ac-ft)	Total Native Rio Grande Diversion (Ac-ft)	Total BDD Surface Diversion (Ac-ft)	SJC used to offset Buckman Wells
JAN	439.04	4.24	441.79	441.79		44.09	485.88	
FEB	261.03	2.47	257.94	257.94		10.49	268.43	
MAR	353.69	3.30	343.57	343.57		75.66	419.23	
APR	680.73	6.34	661.33	661.33		89.47	750.80	
MAY	1,045.27	9.88	1,030.46	1030.46		22.86	1,053.32	
JUN	817.91	7.85	734.56	734.56	83.44	260.03	1,078.03	
JUL	606.85	5.90	397.47	397.47	78.83		476.30	138.43
AUG	108.68	0.91	41.68	41.68	36.91		78.59	16.46
SEP	136.77	1.43	63.86	63.86	53.76		117.62	31.68
OCT	255.24	2.46	213.87	213.87	42.66	72.92	329.45	
NOV	196.45	1.88	187.02	187.02	8.48	117.33	312.83	
DEC	293.76	2.63	274.19	274.19		12.25	286.44	
<b>TOTALS</b>	<b>5,195.42</b>	<b>49.29</b>	<b>4,647.74</b>	<b>4,647.74</b>	<b>304.08</b>	<b>705.10</b>	<b>5,656.92</b>	<b>186.57</b>

**Source of SJC Releases in reporting month. Includes conveyance losses.**

2013	Total Release (Ac-ft)	ABIQUIU		
Month		City	County	Club at Las Campanas
JAN	439.04	439.04		
FEB	261.03	261.03		
MAR	353.69	353.69		
APR	680.73	680.73		
MAY	1,045.27	1045.27		
JUN	817.90	729.3		88.6
JUL	606.85	473.27		133.58
AUG	108.68	65.21		43.47
SEP	136.77	83.87		52.9
OCT	255.24	211.15		44.09
NOV	196.46	186.31		10.15
DEC	293.76	293.76		
<b>TOTALS</b>	<b>5,195.42</b>	<b>4,822.63</b>		<b>372.79</b>

**2012 Buckman Direct Diversion Monthly SJC and Native Diversions**

Month	Total SJC Release (Ac-ft)	Conveyance Losses (Ac-ft)	Total SJC Available at BDD Diversion (Ac-ft)	Total SJC Diversion (Ac-ft)	Total Native Rio Grande Diversion (Ac-ft)	Total BDD Surface Diversion (Ac-ft)	SJC used to offset Buckman Wells
JAN	448.09	4.06	447.00	411.56	5.02	416.58	35.44
FEB	210.29	1.97	216.94	208.13	32.21	240.34	8.81
MAR	335.75	2.94	323.61	312.85	59.21	372.06	10.76
APR	528.63	4.72	519.90	519.90	108.61	628.51	
MAY	660.18	6.24	651.05	651.05	145.51	796.56	
JUN	722.36	6.79	692.21	692.21	120.92	813.13	
JUL	152.03	2.23	191.75	157.16		157.16	34.60
AUG	86.08	0.58	60.90	60.90	239.96	300.86	
SEP	637.17	6.05	630.92	630.92	110.07	740.99	
OCT	747.21	7.14	744.87	744.87	50.82	795.69	
NOV	479.19	4.63	482.65	482.65	120.91	603.56	
DEC	442.67	4.17	434.71	434.71	119.44	554.15	
<b>TOTALS</b>	<b>5,449.65</b>	<b>51.52</b>	<b>5,396.51</b>	<b>5,306.91</b>	<b>1,112.68</b>	<b>6,419.59</b>	<b>89.61</b>

**Source of SJC Releases in reporting month. Includes conveyance losses.**

2012 Month	Total Release (Ac-ft)	HERON		EL VADO		ABIQUIU	
		City	County	City	County	City	County
JAN	448.09					448.09	
FEB						210.29	
MAR						335.75	
APR						528.63	
MAY						660.18	
JUN			27.21			695.15	
JUL			21.42			130.61	
AUG						86.08	
SEP						637.17	
OCT						747.21	
NOV						479.19	
DEC						442.67	
<b>TOTALS</b>	<b>448.09</b>		<b>48.63</b>			<b>5,401.02</b>	







**Date:** February 20, 2018  
**To:** Buckman Direct Diversion Board  
**From:** Charles Vokes and Kyle S Harwood  
**Subject:** Update on Rio Grande Water Quality Issues

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**Item and Issue:**

Update on questions by the BDD Board with respect to the Rio Grande source water quality in Segment 114.

**Background and Summary:**

On October 10, 2017 the Board sent a letter to the NMED requesting a discussion of the establishment of water quality criteria in Segment 114 (the section of the Rio Grande where the BDD intake is located) for the Public Water Supply designated use. This letter only contained that limited issue, although discussion at the Board meetings preceding the preparation of the letter touched on several related questions. That letter is attached to this memo for your reference.

On October 30, 2017 we received a response letter with exhibits from the NMED, which is attached to this memo for your reference. This response letter provides some useful information regarding both the Public Water Supply designated use and related topics.

I have also attached page 175 of the 2016-2018 State of New Mexico Clean Water Act §303(d)/ §305(b) Integrated List which shows the Use, Attainment, Cause and TMDL Date and which includes AU Comments at the bottom of the section for Segment 114. The pages that follow include the codes and definitions used on page 175.

As part of developing a greater understanding of the regulatory system governing water quality in the Rio Grande segment where the BDD intake is located and whether, what and how the BDD Board might encourage the NMED to take additional steps to protect the source water of the BDD Project, I have drafted a number of questions for consideration.

1. What is the history of the Public Water Supply designated use, why have no criteria been established for this use in Segment 114 or any other segment ?
2. In reference to the 2<sup>nd</sup> paragraph of the NMED letter, how are the criteria for other designated uses for Segment 114 protective of water quality for the BDD Project ?
3. Segment 114 has 5 uses that have 'not supporting' attainments listed ... for irrigation (IRR), livestock watering (LW), marginal coldwater aquatic life (MCWAL), warmwater aquatic life (WWAL), and wildlife habitat (WL). Causes are listed and TMDL dates are estimated, however no sources are listed. What is needed and what is the schedule for the revised estimated date (since 2017 is listed) for setting TMDLs for these uses?



4. Segment 114 is designated as Integrated Report Category 5/5C ... which states that the Segment is "impaired for one of more designated uses and additional data will be collected before a TMDL is scheduled." The description of IR Category 5/5C identifies when and how the category is modified to a different category with a description of the process that follows. What is needed and what is the schedule for being moved to another category with the attendant process that follows ?

**Recommended Next Steps:**

Discussion with NMED staff has been helpful in understanding the status of this Report and the regulatory activity that follows.

If the Board would like additional information on this and related topics, one approach would be to invite NMED staff to the April BDD Board meeting for an presentation on these issues.

Attachments:

1. BDD Board October 10, 2017 Letter
2. NMED October 30, 2017 Letter
3. Page 175 (for Segment 114) of the 2016-2018 State of New Mexico Clean Water Act §303(d)/ §305(b) Integrated List and additional pages containing the codes and definitions



Buckman Direct Diversion

*A joint regional project of the City of Santa Fe and Santa Fe County to build a reliable and sustainable water supply.*

Butch Tongate  
Cabinet Secretary  
New Mexico Environment Department  
1190 Saint Francis Dr.  
Santa Fe, NM 87505

October 10, 2017

Re: Buckman Direct Diversion Rio Grande Surface Water Quality

Dear Secretary Tongate:

The Buckman Direct Diversion ("BDD") supplies drinking water to the residents of the City of Santa Fe and Santa Fe County from San Juan Chama Diversion Project water diverted from the surface waters of Rio Grande River below the Otowi Gage. The BDD treats the raw water it diverts to the high standards of the Safe Drinking Water Act and the Drinking Water Bureau before distribution to its customers.

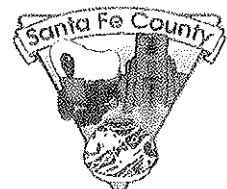
As part of its strong commitment to providing the highest quality water possible to its customers and to further protect the source water for the BDD, the BDD Board is interested in reviewing with the New Mexico Environment Department the full range of possible protections for the surface water of the Rio Grande River. To this end, the Board would like to request information from the New Mexico Environment Department regarding water quality monitoring for the surface waters of the Rio Grande.

Specifically, the BDD Board would like to discuss with the Environment Department staff the establishment of water quality criteria for the Cochiti Reservoir to San Ildefonso bend segment of the Rio Grande for the designated use of Public Water Supply. While this stream segment has a range of designated uses, including use as a Public Water Supply, criteria for this use have not been assessed. It is the Board's understanding that this designated use is not assessed in this segment because Public Water Supply criteria have not been developed under the Environment Department's rulemaking authority.

The Board would appreciate the opportunity to discuss the absence of this criteria and possible next steps.

Sincerely,

Henry P. Roybal  
BDD Chairman





SUSANA MARTINEZ  
Governor  
JOHN A. SANCHEZ  
Lt. Governor

NEW MEXICO  
ENVIRONMENT DEPARTMENT

Harold Runnels Building  
1190 South St. Francis Drive (87505)  
P.O. Box 5469, Santa Fe, NM 87502-5469  
Phone (505) 827-0187 Fax (505) 827-0160  
www.env.nm.gov



BUTCH TONGATE  
Cabinet Secretary  
J.C. BORRERO  
Deputy Secretary

October 30, 2017

Henry Roybal  
Buckman Direct Diversion Chairman  
Sangre de Cristo Water Division, City of Santa Fe  
P.O. Box 909  
Santa Fe, NM 87504

Re: Buckman Direct Diversion (BDD) Rio Grande Surface Water Quality

Dear Chairman Roybal:

The New Mexico Environment Department received your letter requesting the opportunity to discuss the designated use of Public Water Supply and associated criteria for surface waters of the Rio Grande, specifically for the Cochiti Reservoir to San Ildefonso river reach. "Public water supply" as defined in the Water Quality Standards for Interstate and Intrastate Surface Waters (20.6.4 NMAC) means, "the use or storage of water to supply a public water system as defined by New Mexico's Drinking Water Regulations, 20.7.10 NMAC. Water provided by a public water system may need to undergo treatment to achieve drinking water quality."

While there are no specific numeric criteria that apply to public water supply, this use is protected through a variety of other standards, including segment-specific criteria and general criteria that apply to all waters (Attachment A). As described under 20.6.4.900 NMAC, water quality adequate to protect public water supply is ensured by the general criteria (20.6.4.13 NMAC) and numeric criteria for bacterial quality, pH and temperature.

NMED appreciates the BDD Board's commitment to providing the highest quality water possible to its customers and to further protecting surface water resources and source water for the BDD. Please contact Shelly Lemon (505-827-2819, shelly.lemon@state.nm.us) to schedule a meeting. If possible, please provide any specific pollutants or class of pollutants the Board would like to discuss regarding additional surface water protections for the public water supply use on the Rio Grande.

Sincerely,

Butch Tongate  
Cabinet Secretary, New Mexico Environment Department

Attachments

## ATTACHMENT A:

### Summary of Water Quality Criteria designed to protect Public Water Supply and applicable to the Rio Grande from Cochiti Reservoir to San Ildefonso

Water quality adequate to protect public water supply is ensured by general criteria (20.6.4.13 NMAC) and numeric criteria for bacterial quality, pH and temperature. The river reach of the Rio Grande between Cochiti Reservoir and San Ildefonso falls under 20.6.4.114 NMAC (Segment 114). Pursuant to Segment 114, the monthly geometric mean criterion for *E. coli* bacteria is 126 cfu/100mL or MPN/100 mL, the single sample *E. coli* criterion is set at 410 cfu/100 mL or MPN/100 mL, and the pH must be within 6.6-9.0. The criteria for temperature are set at 22°C (71.6°F) for 6T3 (not to be exceeded on 6 or more consecutive hours for more than 3 consecutive days) and 25°C (78.8°F) for an absolute maximum.

In addition, Segment 114 establishes flow-dependent total dissolved solids (TDS), sulfate and chloride criteria, as well as criteria for radionuclides that are applicable to the public water supply use for monitoring and disclosure purposes only based on a 12-month rolling average. Specifically, at mean monthly in-stream flow rates above 100 cubic feet per second, the monthly average TDS, sulfate and chloride criteria are 500 mg/L or less, 150 mg/L or less and 25 mg/L or less, respectively. The public water supply radionuclide criteria established for monitoring and disclosure purposes are:

Radionuclide	pCi/L
Americium-241	1.9
Cesium-137	6.4
Plutonium-238	1.5
Plutonium-239/240	1.5
Strontium-90	3.5
Tritium	4,000

The 2016-2018 Integrated Report's "20.6.4.114.B NMAC Radionuclides Public Disclosure Memo" can be found online at: <https://www.env.nm.gov/swqb/303d-305b/2016-2018/index.html> (also included as Attachment B).

Lastly, general criteria identified in 20.6.4.13 NMAC are established to sustain and protect existing or attainable uses of surface waters of the state, such as public water supply. General criteria include various contaminants like TDS, radioactivity, pathogens, and toxic pollutants. As discussed previously, Segment 114 establishes numeric criteria for TDS, radionuclides, and pathogens (i.e., *E. coli* bacteria). The general criterion for toxic pollutants states,

"Surface waters of the state shall be free of toxic pollutants from other than natural causes in amounts, concentrations or combinations that affect the propagation of fish or that are toxic to humans, livestock or other animals, fish or other aquatic organisms, wildlife using aquatic environments for habitation or aquatic organisms for food, or that will or can reasonably be expected to bioaccumulate in tissues of fish, shellfish and other aquatic organisms to levels that will impair the health of aquatic organisms or wildlife or result in unacceptable tastes, odors or health risks to human consumers of aquatic organisms."

The general criterion for toxic pollutants goes on to clarify that, pursuant to this section, the human-health organism only, chronic aquatic life, and acute aquatic life criteria established in 20.6.4.900 NMAC apply to all surface waters. These criteria include heavy metals, persistent and cancer-causing pollutants, radionuclides, and other organic and inorganic chemicals.

**ATTACHMENT B:  
The 2016-2018 Integrated Report's "20.6.4.114.B NMAC Radionuclides Public Disclosure Memo"**



**NEW MEXICO  
ENVIRONMENT DEPARTMENT**



**SUSANA MARTINEZ**  
Governor

**JOHN A. SANCHEZ**  
Lt. Governor

Harold Runnels Building  
1190 South St. Francis Drive (87505)  
P.O. Box 5469, Santa Fe, NM 87502-5469  
Phone (505) 827-0187 Fax (505) 827-0160  
[www.env.nm.gov](http://www.env.nm.gov)

**REAN FLYNN**  
Secretary

**BUTCH TONGATE**  
Deputy Secretary

DATE: February 5, 2016  
TO: Shelly Lemon, MASS Program Manager  
FROM: Lynette Guevara, MASS Assessment Coordinator  
RE: Public Disclosure of Review of Available 20.6.4.114 NMAC Radionuclide Data

Per 20.6.4.114.B NMAC, the following criteria based on a 12-month rolling average are applicable to the public water supply use for monitoring and public disclosure purposes only:

Radionuclide	pCi/L
Americium-241	1.9
Cesium-137	6.4
Plutonium-238	1.5
Plutonium-239-240	1.5
Strontium-90	3.5
Tritium	4,000

Both LANL and DOE OB non-filtered radionuclide data collected from May 1, 2010, to May 1, 2015 were downloaded from Intellus (<http://www.intellusmndata.com>). Available validation fields were reviewed, and rejected data were removed from the collated dataset. Results noted as "Not Detected" that were greater than the respective above criterion were removed from the dataset because it is unknown whether or not the applicable criterion was exceeded. Based on this final dataset, 12-month rolling averages were determined. The above criteria were not exceeded for Americium-241, Plutonium-238, Plutonium-239-240, Strontium-90, or Tritium.

The 12-month rolling average was exceeded for Cesium-137 from 7/22/2011 (34.3 pCi/L) through 7/5/2012 (6.5 pCi/L). This time period of descending 12-month rolling averages is driven by the 7/22/11 23:45 LANL storm water sampling event at the BDD Intake where a Cesium-137 concentration of 269 pCi/L was reported. Subsequent samples collected 7/28/2011 were below the criteria, followed by additional elevated concentrations on 8/3/2011 (10-34.4 pCi/L). Per correspondence with LANL personnel who verified these sample results, these samples were collected shortly after the Los Conchas fire and most likely represent flood events impacted by fire ash, which typically contains elevated Cesium-137 concentrations. These conditions no longer exist in the Rio Grande at Buckman Road.

2016 - 2018 State of New Mexico Clean Water Act §303(d)/§305(b) Integrated List.

Rio Grande (Cochiti Reservoir to San Ildefonso bnd)			IR CATEGORY	LOCATION DESCRIPTION	
			5/5C	13020201 - Rio Grande-Santa Fe	
AU ID	WQS REF	WATER TYPE	SIZE	ASSESSED	MONITORING SCHEDULE
NM-2111_00	20.6.4.114	RIVER	22.68 MILES	2016	2021
USE	ATTAINMENT	CAUSE(S)	FIRST LISTED	TMDL DATE	PROBABLE SOURCE(S)
IRR	Not Supporting	Aluminum, dissolved	2016	2017 (est.)	• Source Unknown
LW	Not Supporting	Gross alpha, adjusted	2012	2017 (est.)	
MCWAL	Not Supporting	PCB in Fish Tissue	2006		
		PCB in Water Column	2012	2017 (est.)	
		Selenium, total recoverable	2016	2017 (est.)	
		Thallium, dissolved	2016	2017 (est.)	
		Turbidity	2004	2017 (est.)	
PC	Fully Supporting				
PWS	Not Assessed				
WWAL	Not Supporting	PCB in Fish Tissue	2006		
		PCB in Water Column	2012	2017 (est.)	
WH	Not Supporting	Cyanide, total recoverable	2016	2017 (est.)	
		PCB in Water Column	2012	2017 (est.)	

**AU Comment:** The 2016 assessments were based on primarily stormwater data. It should be noted that the city of Santa Fe has procedures in place that do not allow public water supply withdrawal from the Buckman Diversion during significant storm events. The "PCB in fish tissue" listing is based on NIMs current fish consumption advisories for this water body. Per USEPA guidance, these advisories demonstrate non-attainment of CWA goals stating that all waters should be "fishable." Therefore, the impaired designated use is the associated aquatic life even though human consumption of the fish is the actual concern.

Rio Grande (non-pueblo Angostura Div to Cochiti Rsrv)			IR CATEGORY	LOCATION DESCRIPTION	
			5/5C	13020201 - Rio Grande-Santa Fe	
AU ID	WQS REF	WATER TYPE	SIZE	ASSESSED	MONITORING SCHEDULE
NM-2108_00	20.6.4.110	RIVER	1.44 MILES	2016	2021
USE	ATTAINMENT	CAUSE(S)	FIRST LISTED	TMDL DATE	PROBABLE SOURCE(S)
ColdWAL	Not Supporting	Temperature	2016	2017 (est.)	• Source Unknown
IRR	Fully Supporting				
LW	Not Assessed				
PC	Fully Supporting				
WWAL	Not Supporting	PCB in Water Column	2016	2017 (est.)	
WH	Not Supporting	Gross alpha, adjusted	2016	2017 (est.)	

**AU Comment:** There is only ~1.5 miles of non-pueblo stream reach between Angostura Diversion and Cochiti Reservoir.



2016 - 2018 State of New Mexico Clean Water Act §303(d)/§305(b) Integrated List.

Uses Abbreviation Key	
ColdWAL	Coldwater Aquatic Life
CoolWAL	Coolwater Aquatic Life
DWS	Domestic Water Supply
FC	Fish Culture
HQColdWAL	High Quality Coldwater Aquatic Life
IW Storage	Industrial Water Storage
IW Supply	Industrial Water Supply
IRR	Irrigation
IRR Storage	Irrigation Storage
LAL	Limited Aquatic Life
LW	Livestock Watering
MCWAL	Marginal Coldwater Aquatic Life
MWWAL	Marginal Warmwater Aquatic Life
MWS	Municipal Water Storage
PC	Primary Contact
PWS	Public Water Supply
SC	Secondary Contact
WWAL	Warmwater Aquatic Life
WH	Wildlife Habitat

## II. What's New in 2016

### a. 2016-2018 Integrated List and Report based on existing water quality standards (20.6.4 NMAC effective June 5, 2013)

A triennial review hearing of water quality standards (20.6.4 NMAC) took place October 13-16, 2015. As required by the Clean Water Acts, states must develop their 303(d)/305(b) list of assessed waters based on the current, EPA-approved water quality standards. Therefore, the 2016 Integrated List does not reflect any changes proposed in the recent triennial review because these revisions are yet to be approved by the New Mexico Water Quality Control Commission and/or US EPA Region 6 at the time of this writing (2/3/16).

### b. IR category 4B demonstration progress report posted for dissolved copper in Sandia Canyon

The 2014-2016 IR List includes a demonstration to change the existing upper Sandia Canyon dissolved copper listing from IR Category 5 to 4b. The IR Category 4b demonstration was developed by a third party following the guidelines in Appendix H. As required, LANL submitted a 2015 progress report. It is available at: <https://www.env.nm.gov/swqb/303d-305b/2014-2016/LANL/index.html>.

## III. Useful Definitions

### INTEGRATED LIST FIELD HEADINGS AND CODES --

ASSESSED	This field generally notes the last Integrated Reporting Cycle when data for this particular watershed were assessed and reported.
Assessment Unit (AU)	Descriptive name of a specific waterbody (stream reach or lake). Limited to 60 characters.
ATTAINMENT	The use attainment status for the associated USE (Fully Supporting, Not Supporting, Not Assessed)
ASSESSED	This field generally notes the last Integrated Report Cycle when data for this particular watershed were assessed and reported.
AU ID	An internal database code that is unique to an assessment unit, and is not intended to provide any specific information to the reader of the list.
CAUSE(S)	Parameters and/or constituents that are causing non-attainment of the associated USE

DO	The amount of dissolved oxygen in the water; usually reported in mg/L.
E. coli	Abbreviation of <i>Escherichia coli</i> . These bacteria found in the environment, foods, and intestines of people and animals.
FIRST LISTED	This field generally notes the first Integrated Reporting Cycle when the associated impairment was noted.
HUC	8-digit Hydrologic Unit Codes (HUC) that identify various watersheds. The US Geologic Survey defines these codes and associated watershed names.
IR	Integrated Report
IR Category	Overall water quality standards attainment category for each assessment unit as determined by combining individual designated use support decisions. The unique assessment categories for New Mexico are described as follows as follows:
IR Category 1	Attaining the water quality standards for all designated and existing uses. AUs are listed in this category if there are data and information that meet all requirements of the assessment and listing methodology and support a determination that the water quality criteria are attained.
IR Category 2	Attaining some of the designated or existing uses based on numeric and narrative parameters that were tested, and no reliable monitored data is available to determine if the remaining uses are attained or threatened. AUs are listed in this category if there are data and information that meet requirements of the assessment and listing methodology to support a determination that some, but not all, uses are attained based on numeric and narrative water quality criteria that were tested. Attainment status of the remaining uses is unknown because there is no reliable monitored data with which to make a determination.
IR Category 3/3A	Insufficient of no reliable monitored data and/or information to determine if any designated or existing use is attained. AUs are listed in this category when there are limited data (n = 0 to 1) available no exceedence. These are considered lower priority than IR Category 3/3B for follow up monitoring.
IR Category 3/3B	Insufficient monitored data and/or information to determine if any designated or existing use is attained. AUs are listed in this category when there are limited data (n = 1) available with an exceedence. These are considered high priority for follow up monitoring.
IR Category 4A	Impaired for one or more designated uses, but does not require development of a TMDL because TMDL has been completed.

AUs are listed in this subcategory once all TMDL(s) have been developed and approved by USEPA that, when implemented, are expected to result in full attainment of the standard. Where more than one pollutant is associated with the impairment of an AU, the AU remains in IR Category 5A (see below) until all TMDLs for each pollutant have been completed and approved by USEPA.

IR Category 4B

Impaired for one or more designated uses, but does not require development of a TMDL because other pollution control requirements are reasonably expected to result in attainment of the water quality standard in the near future. Consistent with the regulation under 40 CFR 130.7(b)(i),(ii), and (iii), AUs are listed in this subcategory where other pollution control requirements required by local, state, or federal authority are stringent enough to implement any water quality standard (WQS) applicable to such waters.

IR Category 4C

Impaired for one or more designated uses, but does not require development of a TMDL because impairment is not caused by a pollutant. AUs are listed in this subcategory if a pollutant does not cause the impairment. For example, USEPA considers flow alteration to be “pollution” vs. a “pollutant.”

IR Category 5/5A

Impaired for one or more designated or existing uses and a TMDL is underway or scheduled. AUs are listed in this category if the AU is impaired for one or more designated uses by a pollutant. Where more than one pollutant is associated with the impairment of a single AU, the AU remains in IR Category 5A until TMDLs for all pollutants have been completed and approved by USEPA.

IR Category 5/5B

Impaired for one or more designated or existing uses and a review of the water quality standard will be conducted. AUs are listed in this category when it is possible that water quality standards are not being met because one or more current designated use is inappropriate. After a review of the water quality standard is conducted, a Use Attainability Analysis (UAA) will be developed and submitted to USEPA for consideration, or the AU will be moved to IR Category 5A and a TMDL will be scheduled.

IR Category 5/5C

Impaired for one or more designated or existing uses and Additional data will be collected before a TMDL is scheduled. AUs are listed in this category if there is not enough data to determine the pollutant of concern or there is not adequate data to develop a TMDL. For example, AUs with biological impairment will be listed in this category until further research can determine the particular pollutant(s) of concern. When the pollutant(s) are determined, the AU will be moved to IR Category 5A and a TMDL will be scheduled. If it is determined that the current designated uses are inappropriate, it will be moved to IR Category 5B and a UAA will be developed. If it is determined that “pollution” is causing the impairment (vs. a “pollutant”), the AU will be moved to IR Category

4C.

LOCATION DESCRIPTION	The name of the 8-digit Hydrologic Unit Code (HUC) watershed of the assessment unit as defined by the United States Geologic Survey.
MONITORING SCHEDULE	These proposed dates are primarily based on SWQB's most recent rotational watershed monitoring schedule. This date, as well as the "TMDL DATE" date, is ultimately dependent upon personnel, financial, and laboratory resources which change on an annual basis.
NPDES	National Pollutant Discharge Elimination System
NS	Non Support or Not Supporting
PCBs	Polychlorinated biphenyls; highly-persistent compounds that are fat soluble and accumulate in the food chain
PROBABLE SOURCE(S)	This field contains either 1) "Source Unknown" if no TMDLs have yet been developed, or 2) the Probable Sources noted in associated TMDLs that may be contributing to the noted impairment(s).
SBD	Stream bottom deposits; water contaminants that settle and damage or impair the normal growth, function, or reproduction of aquatic life or significantly alter the physical or chemical properties of the bottom (NMAC 20.6.4.13). These listings referred to as Sedimentation/Siltation impairment.
SIZE	Streams and/or rivers = Miles, Lakes and/or playas = Acres, per EPA's current reporting requirement
TDS	Total dissolved solids, also referred to as "total filterable residue." Approved test procedures are set forth in 20.6.4.14 NMAC.
TOC	Total organic carbon
TMDL	Total Maximum Daily Load
TMDL DATE	This field contains either 1) future estimated ("est.") TMDL development year primarily based on SWQB's rotational monitoring schedule, prioritization schedule, date since last intensively surveyed, upcoming permit renewals, etc.; 2) the EPA TMDL approval date (MM/DD/YYYY) if a TMDL has already been developed and approved; or 3) nothing if the water quality standard is under review (IR Category 5B) or additional data are needed (IR Category 5C). This date, as well as the "Monitoring Schedule" date, is ultimately dependent upon personnel and financial resources which change on an annual basis.

USE	Any designated uses specified in the State of New Mexico Standards for Interstate and Intrastate Surface Waters (20.6.4 NMAC) that apply to the given assessment unit and/or any documented existing uses that apply to the given assessment unit. Uses that exist but are not officially designated in NMAC are also listed here with a note in "Assessment Unit Comments."
WATER TYPE	This field contains the EPA-defined water type that most accurately describes the "normal" hydrologic character of the assessment unit to the best of SWQB's knowledge given available flow data, GIS layers, and Hydrology Protocol survey results (where available).
WQS REF	Applicable Water Quality Standard segment as described in the most recent State of New Mexico Standards for Interstate and Intrastate Surface Waters (20.6.4 NMAC) that applies to the given assessment unit.

#### IV. Abbreviations in Assessment Unit Names

The size of the assessment unit name is limited to 60 characters by the database. Therefore, the following abbreviations were used when necessary:

abv	=	above
AZ	=	Arizona
blw	=	below
bnd	=	boundary
BNSF	=	Burlington Northern – Santa Fe
Campgrd	=	Campground
Ck	=	Creek
Cny	=	Canyon
CO	=	Colorado
CR	=	County Road
confl	=	confluence
Div	=	Diversion
E	=	East
Fk	=	Fork
FS	=	Forest Service (usually road)
hdwtrs	=	headwaters
HWY	=	Highway
I	=	Interstate highway
Irr	=	irrigation
LANL	=	Los Alamos National Laboratory
M	=	Middle
mi	=	mile
N	=	North
NM	=	New Mexico
nr	=	near
NWR	=	National Wildlife Refuge
OK	=	Oklahoma

prt	=	Portion (i.e., reaches)
R	=	River or Rio
rd	=	road
RR	=	railroad
Rsvr	=	Reservoir
S	=	South
SFNF	=	Santa Fe National Forest
Spr	=	Spring
SR	=	state road
trib	=	tributary
TX	=	Texas
VCNP	=	Valles Caldera National Preserve
xing	=	crossing
USFS	=	United States Forest Service
W	=	West
WWTP	=	waste water treatment plant







**Date:** March 1, 2018  
**To:** Buckman Direct Diversion Board  
**From:** Mackie M. Romero, BDD Financial Manager  
**Subject:** Deere & Ault Consultants, Inc. Amendment #2

**Item and Issue:**

Request for approval of Amendment No. 2 to the Professional Services Agreement with Deere & Ault Consultants, Inc. to replace Exhibit A-2 “Schedule of Hourly Rates and Costs” for on-call engineering services.

**Background and Summary:**

On September 1, 2016 the BDDDB awarded RFP ‘17/02/P to Deere & Ault Consultants, Inc. for the BDD On-Call Engineering Services Contract in support of the FY 2016-2020 Buckman Direct Diversion Rehabilitation and Improvements to the Raw Water Delivery System project.

The professional services agreement is currently executed for a not to exceed amount of \$160,000 plus applicable gross receipts tax. Per the agreement, the Facilities Manager assigns services to be performed by task order based on the fee schedule as stated in Exhibit A-2.

On January 24, 2018 we received a request from the engineering firm to update the rates for task orders assigned in 2018. The BDD staff recommends approval of the rate increase for 2018 task orders (exclusively), and the contract currently has funds available to assign for future tasks and therefore this request is to only replace Exhibit A-2 with the new hourly rates and cost schedule.

**Action Requested:**

Staff recommends approval of Amendment #2 with Deere & Ault Consultants, Inc. to replace Exhibit A-2 “Schedule of Hourly Rates and Costs” for on-call engineering services, with no increase to the compensation of the agreement.

**Approved by BDDDB March 1, 2018**

---

Commissioner Henry P. Roybal,  
BDDDB Chair



**BUCKMAN DIRECT DIVERSION BOARD  
AMENDMENT No. 2 TO  
PROFESSIONAL SERVICES AGREEMENT  
WITH DEERE & AULT CONSULTANTS, INC.  
#16-1196**

THIS AMENDMENT No. 2 ("Amendment") to the PROFESSIONAL SERVICES AGREEMENT, dated October 6, 2016, and as subsequently amended ("Agreement"), is made between the Buckman Direct Diversion Board ("BDDDB") and Deere & Ault Consultants, Inc. ("Contractor"). The effective date of this Amendment shall be the date it is executed by the BDDDB.

**RECITALS**

A. Under the terms of the Agreement, Contractor has agreed to perform professional engineering services on an as needed basis as assigned and directed by the BDD Facilities Manager.

B. Pursuant to Article 18 of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the Board and Contractor agree as follows:

**1. EXHIBITS.**

Exhibit A2 of this Agreement is amended to replace the fee schedule to provide for an increase in hourly rates as attached hereto and incorporated herein.

**2. AGREEMENT IN FULL FORCE.**

Except as specifically provided in this Amendment, the Agreement remains, and shall remain, in full force and effect, in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 2 to the Professional Services Agreement as of the dates set forth below.

**BUCKMAN DIRECT DIVERSION BOARD**

**CONTRACTOR:  
DEERE & AULT CONSULTANTS,  
INC.**

By: \_\_\_\_\_  
Commissioner Henry P. Roybal, BDD Chair

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST**

\_\_\_\_\_  
Geraldine Salazar, County Clerk

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Nancy R. Long, BDDDB Counsel

**APPROVED**

\_\_\_\_\_  
Adam K. Johnson, City Finance Director

72420.510320.991325

**ATTEST**

\_\_\_\_\_  
Yolanda Y. Vigil, City Clerk

File Date: \_\_\_\_\_

## Exhibit A-2

### Schedule of Hourly Rates and Costs

#### Hourly Rates

Principal/Project Manager	\$180
Senior Engineer	\$135
Project Engineer	\$110
Staff Engineer	\$95
Senior Designer	\$115
Designer	\$100
Administrative	\$60

New Mexico Gross Receipts Tax will be charged in addition to the foregoing hourly rates.

#### *Reimbursement of Direct Costs and Travel*

All direct reimbursable costs such as travel, printing, deliveries, copies and other outside services shall be reimbursed at cost plus 10%. Mileage shall be reimbursed at the current allowable IRS mileage reimbursement rate.

Any annual rate increases shall be agreed upon by the Parties.



## Buckman Direct Diversion Board Summary of Contracts, Agreements, & Amendments

**Section to be completed by department for each contract or contract amendment**

1 **FOR:** ORIGINAL CONTRACT  or CONTRACT AMENDMENT

2 Name of Contractor Deere & Ault Consultants Inc.

3 Complete information requested  Plus GRT  
 Inclusive of GRT

Original Contract Amount: \$100,000.00

Termination Date: June 30, 2020

Approved by BDDDB Date: October 6, 2016

or by BDD Facilities Manager Date: \_\_\_\_\_

**Contract is for:** To provide on-call engineering services for 4 years

Amendment # 2 to the Original Contract# 16-1196

Increase/(Decrease) Amount \$ \_\_\_\_\_

Extend Termination Date to: \_\_\_\_\_

Approved by BDDDB Date: Pending

or by Project Manager Date: \_\_\_\_\_

**Amendment is for:** To replace Exhibit A-2 -Increased Rate Schedule

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments)  Plus GRT  
 Inclusive of GRT

Amount \$ 100,000.00 of original Contract# 16-1196 Termination Date: 06/30/2020

Reason: To provide on-call engineering services

Amount \$ 60,000.00 amendment # 1 Termination Date: 06/30/2020

Reason: Increase in compensation and schedule of rates

Amount \$ 0.00 amendment # 2 Termination Date: 06/30/2020

Reason: Replace Exhibit A-2 - Increased rate schedule

Amount \$ \_\_\_\_\_ amendment # \_\_\_\_\_ Termination Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Total of Original Contract plus all amendments: \$ 160,000



# Buckman Direct Diversion Board Summary of Contracts, Agreements, & Amendments

**5 Procurement Method of Original Contract:** (complete one of the lines)

RFP# 17/02/P Date: September 1, 2016

RFQ  \_\_\_\_\_ Date: \_\_\_\_\_

Sole Source  \_\_\_\_\_ Date: \_\_\_\_\_

Other \_\_\_\_\_

**6 Procurement History:** second year of 4 year contract  
example: (First year of 4 year contract)

**7 Funding Source:** BDD Major Repair & Replacement Fund **BU/Line Item:** 72420.510320.991325

**8 Any out-of-the ordinary or unusual issues or concerns:**  
none  
(Memo may be attached to explain detail.)

**9 Staff Contact who completed this form:** Mackie Romero

Phone # 955-4506

**10 Certificate of Insurance attached.** (if original Contract)

**Submit to City Attorney for review/signature**

Forward to Finance Director for review/signature

Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

**To be recorded by City Clerk:**

Contract # \_\_\_\_\_

Date of contract Executed (i.e., signed by all parties): \_\_\_\_\_

Note: If further information needs to be included, attach a separate memo.

**Comments:**

ACORD

Client#: 1082478 DEEREAUL
CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/13/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: USI Colorado, LLC Prof Liab
INSURED: Deere & Ault Consultants, Inc.
INSURER(S) AFFORDING COVERAGE: Lexington Insurance Company

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR, WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liab, and Professional Liab.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101. Additional Remarks Schedule, may be attached if more space is required)
RE: Engineering Services

CERTIFICATE HOLDER: Buckman Direct Diversion
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.





# Memorandum



aA

**Date:** February 15, 2018  
**To:** Buckman Direct Diversion Board  
**From:** Michael Dozier, BDD interim Operations Superintendent MD

---

### Item

Staff requests approval to award Bid No. '18/11/B to Airgas USA LLC for purchase of Liquid Oxygen (LOX) at the Buckman Direct Diversion (BDD).

### Background

The BDD uses LOX in the creation of Ozone for treatment of surface water to maintain compliance with State and Federal Drinking Water Standards. On January 22, 2018 staff issued RFB '18/11/B to solicit bids for liquid oxygen to be ordered in bulk truck load quantities. On February 15, 2018 we received one bid in response to our request and have awarded based on the evaluation process listed below.

### Evaluation Process

Staff evaluated the proposals based on required performance, fulfillment of chemical specifications, and price. Staff recommends awarding the proposal, meeting all required specifications, to the following bidding supplier:

<u>Supplier</u>	<u>Chemical</u>	<u>Total Amount</u>
Airgas USA LLC	Gas Liquid Oxygen (LOX)	\$62,400.00

### Recommended Action

BDD Staff recommends approval of the purchase of Liquid Oxygen (LOX) in an amount not to exceed the budgeted amount of: \$62,400.00.

<u>Fund Source</u>	<u>Business Unit/Line Item</u>	<u>Amount</u>
FY 2017/2018 Operating	7280000/510810	\$62,400.00

BDD Board Approval Date: March 1, 2018

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**Henry P. Roybal, BDD Board Chairperson**



## CITY OF SANTA FE RFB PROCUREMENT CHECKLIST

Contractor Name: Aingas USA LLC

Procurement Title: BDD Water Treatment Plant Chemical: Liquid Oxygen (LOX)

Solicitation RFB#: 18/11/B

Department Requesting/Staff Member BDD / Michael Dozier

**Procurement Requirements:**

*A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids, all evaluation materials, score sheets, quotations and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. The procurement shall contain a written determination from the Requesting Department, signed by the purchasing officer, setting forth the reasoning for the contract award decision before submitting to the Committees. .*

**REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING\***

- | YES                                 | N/A                                 |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Approved Procurement Checklist (by Purchasing)                         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Departments Recommendation of Award Memo addressed to Finance          |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Bid Tab  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | BAR  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | FIR  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Contract, Agreement or Amendment                                       |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Current Business Registration and CRS numbers on contract or agreement |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Summary of Contracts and Agreements form                               |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Certificate of Insurance   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Other: _____   |

Michael Dozier  
 Department Rep Printed Name and Title

[Signature]  
 Department Rep Signature attesting that all information included

\_\_\_\_\_  
 Purchasing Officer attesting that all information is reviewed

**REQUIRED DOCUMENTS FOR BID FILE\***

- | YES                                 | N/A                                 |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Final Bid Document   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Final RFQ  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Copy of legal solicitation published in the newspaper, website, etc. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | All addendums  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Plan holders list  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Complete evaluation score sheets                                     |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Copies of all RFQ submittals   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Copies of all bid submittals   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Bid Tab  |

\*

- Non-Responsive/Non-Responsibility Form and correspondence or letters from Department to vendor regarding disqualifications
- Oral presentations (sign-in sheets, presentation materials, etc.)
- Documentation sent to Bidders/Offerors and responses received regarding clarifications, decisions, negotiations, and/or best and final offers, etc.
- Reference Reviews/Reference Check Questionnaires
- Individual evaluations included for each RFP.
- Pricing evaluation
- Final overall evaluation matrix or summary of evaluator scores
- Other: \_\_\_\_\_

**AWARD\***

**YES    N/A**

- Fully executed Memo to Committees from the Department with recommendation of award
- Winning bid (this is a copy that has all confidential/proprietary information excluded)
- Contract Award Notice
- Email or notification sent to all Bidders/Offerors that award was made
- Waiver or "No Action Taken" from Procurement Office
- If IFB and not awarded to lowest responsive, responsible bidder; written explanation
- Other: \_\_\_\_\_

**DISCLOSURES\***

**YES    N/A**

- Contractor Disclosures & Conflicts of Interest**
- Disclosures & Conflicts of Interest Form(s) (winning bidder(s)/offeror(s))
- Contractor –Conflicts of Interest**
- Purchasing Office Letter or e-mail to designated individual regarding potential conflict
- Conflict of Interest Form signed by all parties
- Letter from Procurement Office regarding the potential conflict
- Subcontractor Disclosures**
- Disclosures & Conflicts of Interest form of Subcontractor(s)
- Subcontractor –Conflicts of Interest**
- Purchasing Officer Letter or email to designated individual regarding potential conflict
- Conflict of Interest form signed by all parties
- Letter from Legal Office regarding the potential conflict
- Other: \_\_\_\_\_

**CONTRACT\***

**YES    N/A**

- Copy of Executed Contract
- Copy of all documentation presented to the Committees
- Finalized Council Committee Minutes
- Other: \_\_\_\_\_

**MISCELLANEOUS FILE\***

**YES    N/A**

- Local Preference Form
- New Mexico Residence Form
- Veterans Exemption

\*

Other: \_\_\_\_\_

Include all other substantive documents and records of communication that pertain to the procurement and any resulting contract.

**PROTEST (If applicable)\***

YES	N/A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Documentation from protester filed with the Purchasing Office
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Letter from Department to Purchasing Office Providing response to protest
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Letter from Purchasing Officer to protester and Department on final outcome
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other: _____

**Create a separate file folder which may contain any documents with trade secrets or other competitively sensitive, confidential or proprietary information.**

YES	N/A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Original bid(s) with no redactions

Michael Reggi  
Department Rep Printed Name and Title

[Signature]  
Department Rep Signature attesting that all information included

**CITY OF  
BID FORM  
BID # '18/11/B**

EXCEPTIONS TO SPECIFICATIONS

Bidder is required to return two (2) complete copies of these specifications, completely furnishing all information requested. All requested information, data, literature, drawings, etc. must be included with the bid submitted.

Bidder must check one of the following:

- a.  All specifications, terms and conditions are met.  
b.  Exceptions have been taken and noted on attached sheet (s).

All variations and/or exceptions to the specifications must be documented, referencing applicable paragraph (s) and explained in detail. Attach as many pages as necessary. If no exceptions are taken, it will be assumed that the bid meets all specifications and terms and conditions as stated in this complete bid package. Failure to list exceptions may disqualify bid. Delivery of non-conforming goods is at the expense of the bidder and/or other penalties.

All other specifications not detailed herein shall be as listed in the manufacturer's printed literature for the current standard model. Manufacturer's printed literature and specifications sheets shall be submitted with the bid.

Exceptions will not necessarily eliminate the bid. City staff shall determine acceptance or non-acceptance of exceptions. Unless otherwise noted and approved, it is assumed that delivery of the unit shall be as stated.

Signed submission of this bid represents that the bidder has accepted all terms, conditions and requirements of the bid unless a written exception is made and, if awarded, the bid will represent the agreement between the parties. Additionally, by signing this bid, the bidder warrants that there was no collusion of any kind in submission of this bid.

WARRANTIES

Warranty required for material and workmanship for minimum of one year unless otherwise stated in the bid. Warranties shall begin when the City accepts satisfactory delivery of equipment from the bidder. The warranty contract shall be solely with the bidder and the bidder shall be responsible for ensuring all warranty work is satisfactorily completed on any component of the unit. All details of warranties shall be included with the bid.

State name, address and phone number of nearest authorized maintenance representative:

\_\_\_\_\_ *N/A FOR THIS PRODUCT* \_\_\_\_\_  
\_\_\_\_\_

Bidder SHALL INCLUDE descriptive material such as plans, drawings, photographs, diagrams, illustrations, written descriptions and manufacturer's literature with specifications with the bid. Additional information or details may be required after the bid opening. Bids may be disqualified if such information is not adequate to make a reasonably informed decision as to qualify, design, capabilities, etc.

**The City may extend the purchase of goods under this Bid at the option of the City for a period of four (4) years from the date of the executed purchase order, subject to the agreement of the offeror.**

The City reserves the right to alter quantities based on availability of budget. If this will alter the bid amount, the bidder must note the percent increase for lesser quantities.

**Price Escalation:**

This offer may be considered for escalation under the following conditions:

- A. Offered prices will be firm through June 30, 2018 and subject to escalation as allowed herein.
- B. All requested price increases shall be accompanied by a certified letter from the offeror's supplier showing the price increase to the offeror and providing the basis for the requested escalation, such as fuel increases or other demonstrable circumstances.
- C. All invoices of the offered items, from suppliers to the offeror, shall be subject to auditing by the City and furnished without delay upon request.
- D. The City reserves the right to cancel a contract resulting from this request and solicit a new contract if in the City's judgment the escalated price is above the current open market price for the same commodity. Cancellation of the contract shall not affect any outstanding orders.
- E. All approved price changes resulting from this escalation clause shall be firm for a period of ninety (90) calendar days after acceptance in writing by the City.
- F. The offeror shall be limited to a maximum of two price escalations per year from the date indicated below (subject to item E of this paragraph) unless otherwise specified in this request.
- G. If the offeror receives any price de-escalations from the supplier of goods sold to the City through a contract resulting from this request, the offeror is responsible for notifying the City within twenty four (24) hours of such de-escalations and passing those price changes on to the City immediately.

Bids shall include all costs of delivery to:

Buckman Direct Diversion  
341 Caja Del Rio  
Santa Fe, NM 87506

Date of delivery after notice to proceed: 2 weeks

Item 1: Liquid Oxygen (LOX) Price per SCF/GAL (Estimated 13,000,000 SCF/GAL: 0.013/SCF)

Total Bid Amount of 13,000,000 SCF/GAL: \$ 169,000

ADDITIONAL QUANTITIES MAY

BIDDER'S:

AIRGAS USA LLC,  
Firm

2810 INDUSTRIAL RD, SANTA FE NM 87507  
Address

Susan K. Fitch  
Authorized Signature

SUSAN K. FITCH  
Print Name

DISTRICT MANAGER  
Position

505-264-8856  
Phone Number

505-549-3472  
Fax Number

2-13-2018  
DATE

N.M. RESIDENT PREFERENCE NUMBER (if applicable): L1166522672

TWO COMPLETE COPIES OF THE BID SUBMITTAL IS REQUIRED







**Date:** March 1, 2018  
**To:** Buckman Direct Diversion Board  
**From:** Nancy R. Long  
**Subject:** Adoption of Annual Open Meetings Act Resolution; 2018-1

---

**Item and Issue:**

Adoption and approval of the Annual (2018) Open Meetings Act Resolution

**Background and Summary:**

As the Board is aware, public bodies are required by the New Mexico Open Meetings Act (Act) to annually address the issue of what determines reasonable notice for its public meetings in compliance with the Act.

In 2013, and carried forward in the 2014 - 2017 Resolutions, the Board imposed an additional requirement not required by the Act that in order for a Board member to attend a board meeting by telephone, that board member must be needed to meet Board quorum requirements. That requirement is contained in the proposed 2018 resolution.

**Action Requested**

Independent counsel recommends adoption by the Board of the Resolution Determining Reasonable Notice for Public Meetings of the Buckman Direct Diversion Board; Rescinding Resolution No. 2017-1, subject to revisions the Board may wish to make, if any.



1 **THE BUCKMAN DIRECT DIVERSION BOARD**

2 **RESOLUTION NO. 2018-1**

3  
4  
5 **A RESOLUTION DETERMINING REASONABLE NOTICE FOR**  
6 **PUBLIC MEETINGS OF THE BUCKMAN DIRECT DIVERSION BOARD;**  
7 **RESCINDING RESOLUTION NO. 2017-1**  
8  
9  
10

11 **WHEREAS**, Section 10-15-1 (B), NMSA 1978 of the “Open Meetings Act” (hereinafter  
12 referred to as “the Act”) provides that “... meetings of a quorum of members of any board,  
13 commission ... or other policymaking body ... held for the purpose of formulating public policy,  
14 including the development of personnel policy, rules, regulations or ordinances, discussing  
15 public business or taking any action within the authority of or the delegated authority of any  
16 board, commission or other policymaking body are declared to be public meetings open to the  
17 public at all times, except as otherwise provided in the Constitution of New Mexico or the Open  
18 Meetings Act;” and

19 **WHEREAS**, Section 10-15-1 (D) of the Act further provides that “(a)ny meetings at  
20 which the discussion or adoption of any proposed resolution, rule, regulation or formal action  
21 occurs and at which a majority or quorum of the body is in attendance, and any closed meetings,  
22 shall be held only after reasonable notice to the public;” and

23 **WHEREAS**, the Act further requires a public body to determine in a public meeting at  
24 least annually what notice is reasonable when applied to that body; and

25 **WHEREAS**, Santa Fe County and the City of Santa Fe are parties to that certain Joint  
26 Powers Agreement, as amended, between the City of Santa Fe and Santa Fe County governing  
27 the Buckman Direct Diversion Project, dated March 7, 2005; and  
28

1           **WHEREAS**, the Buckman Direct Diversion Board (the “Board”) desires to determine  
2 herein what constitutes reasonable notice to the public of its meetings as required by the Act, and  
3 to otherwise specify important elements of its continuing compliance with the Act.

4           **NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BUCKMAN**  
5 **DIRECT DIVERSION BOARD, AS FOLLOWS:**

6           1.       **Regular Meetings.** Unless otherwise noticed, regular meetings of the Board shall  
7 be held each month on the first Thursday of the month in the City of Santa Fe Council Chambers  
8 or at the Santa Fe County Commission Chambers. Notice of any regular meeting shall be  
9 provided to those broadcast stations licensed by the Federal Communications Commission and  
10 newspapers of general circulation that have made written request for such notice ten (10) days  
11 before such meeting.

12           2.       **Special Meetings.** A special meeting of the Board may be called by the Chair or  
13 by any three members of the Board upon three (3) days’ notice at such time and place as the  
14 Chair or the three members deem appropriate. Notice of special meetings shall be met by  
15 posting notice of the date, time and place in a conspicuous and appropriate place at the Santa Fe  
16 County Administrative building, at Santa Fe City Hall and on the Board’s, Santa Fe County’s  
17 and the City’s internet websites ([www.bddproject.org](http://www.bddproject.org), [www.santafecounty.org](http://www.santafecounty.org) and  
18 [www.santafenm.gov](http://www.santafenm.gov)) at least seventy-two (72) hours prior to a special meeting. Notice of a  
19 special meeting shall also be provided to those broadcast stations licensed by the Federal  
20 Communications Commission and newspapers of general circulation that have made written  
21 request for such notice.

22           3.       **Emergency Meetings.** An emergency meeting of the Board may be called by the  
23 Chair or by any three members of the Board to consider unforeseen circumstances that, if not

1 addressed immediately, will likely result in injury or damage to persons or property or  
2 substantial financial loss. An emergency meeting may be conducted at a time and place as the  
3 Chair or the three members deem appropriate. If possible, given the emergency circumstances,  
4 notice of an emergency meeting shall be posted in a conspicuous and appropriate place at the  
5 Santa Fe County Administrative Building and at Santa Fe City Hall at least twenty-four (24)  
6 hours prior to the meeting. If twenty-four (24) hours advance notice cannot be given, notice  
7 shall be posted as soon as possible under the emergency circumstances in existence. Notice of  
8 an emergency meeting shall also be provided to broadcast stations licensed by the Federal  
9 Communications Commission and newspapers of general circulation that have made written  
10 request for such notice. Within ten (10) days of taking action on an emergency matter, the Board  
11 shall report to the attorney general's office the action taken and the circumstances creating the  
12 emergency.

13       4.     **Agendas.** Any notice for meetings of the Board shall include an agenda  
14 containing a list of specific items of business to be discussed or transacted at the meeting, or  
15 information on how the public may obtain a copy of an agenda. At least seventy-two (72) hours  
16 prior to a regular or special meeting, the final agenda shall be posted in a conspicuous and  
17 appropriate place at the Santa Fe County Administrative Building, at Santa Fe City Hall, and on  
18 the Board's, Santa Fe County's and the City's internet web sites ([www.bddproject.org](http://www.bddproject.org),  
19 [www.santafecounty.org](http://www.santafecounty.org) and [www.santafenm.gov](http://www.santafenm.gov)).

20       5.     **Recessed Meetings.** The Board may recess and reconvene a meeting to a later  
21 day, if, prior to recessing, the Board specifies the date, time and place for continuation of the  
22 meeting, and, immediately following the recessed meeting, posts notice of the date, time and  
23 place for the reconvened meeting on or near the door of the place where the original meeting was

1 held. Only matters appearing on the agenda of the original meeting may be discussed at the  
2 reconvened meeting unless notice of the reconvened meeting is provided as otherwise set forth  
3 herein.

4         **6. Participation by Conference Telephone.** Voting members of the Board may  
5 participate in a meeting of the Board by means of conference telephone or other similar  
6 communications equipment when it is difficult or impossible for the voting member to attend the  
7 meeting in person and only when necessary to meet the quorum requirements for the meeting.  
8 At least one voting member of the Board must be physically present at the noticed location for  
9 the meeting.

10         **7. Closed Meetings.** A meeting may be closed in the following manner:

11             a. If the Board is in an open meeting when a closed meeting is desired and  
12 authorized by the Open Meetings Act, then the closed meeting shall be approved on motion by a  
13 majority of a quorum of the Board and the authority for the closure shall be stated in the motion.  
14 The votes of the voting members of the Board shall be recorded in the minutes.

15             b. If the Board is not in a public meeting and a closed meeting is desired and  
16 authorized, public notice of the closed meeting, appropriate under the circumstances, shall be  
17 given stating the authority for the closure.

18             c. Following completion of any closed meeting, the minutes of the open  
19 meeting that was closed, or the minutes of the next open meeting if the closed meeting was  
20 separately scheduled, or held after adjournment, shall state that the matters discussed in the  
21 closed meeting were limited only to those specified in the motion or notice for closure.

22         **8. Definitions: "Meeting" and "Member."** For purposes of this Resolution, the  
23 term "meeting" shall be defined as a meeting of a quorum of the Board held for the purpose of

1 | formulating public policy, including the development of personnel policy, rules, regulations or  
2 | ordinances, discussing public business, or taking any action within the authority of or the  
3 | delegated authority of the Board. For purposes of this Resolution, the term "Member," when not  
4 | otherwise qualified within this Resolution, shall mean both the voting and non-voting members  
5 | of the Board.

6 |           9.       Resolution No. 2017-1 is hereby rescinded.

7 |  
8 |           **PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of March 2018.

9 |  
10 |  
11 |  
12 | **BUCKMAN DIRECT DIVERSION BOARD:**

13 |  
14 |  
15 | \_\_\_\_\_  
16 | Henry Roybal, BDDDB Chair

17 |  
18 | **ATTEST:**

19 |  
20 |  
21 | \_\_\_\_\_  
22 | City Clerk

23 |  
24 |  
25 | **APPROVED AS TO FORM:**

26 |  
27 |  
28 |   
29 | \_\_\_\_\_  
30 | Nancy R. Long, Board Counsel



# Memorandum



## Buckman Direct Diversion

**Date:** March 1, 2018  
**To:** Buckman Direct Diversion Board  
**From:** Nancy R. Long  
**Subject:** Appointment of Citizen Member and Alternate Citizen Member

---

### **Item and Issue:**

Appointment of the citizen member and alternate citizen member to the Buckman Direct Diversion Board (BDDDB).

### **Background and Summary:**

The Joint Powers Agreement, as amended, establishing the BDDDB, provides for the appointment of a citizen member and alternate citizen member to the BDDDB by a majority vote of the four other voting members of the BDDDB. The term of the citizen member and alternate citizen member is two years and the current terms for both the citizen member and alternate citizen member expire on March 3, 2018.

At the February 1, 2018 BDDDB meeting, the Board provided direction that it wanted to receive letters of interest from the current citizen members if they wished to continue to serve on the BDDDB; and it wished to determine any general public interest in the positions by advertising the positions.

The Board advertised by requesting letters of interest for the citizen member and alternate citizen member positions by posting the positions on the BDD website and placing an advertisement in the *Santa Fe New Mexican*.

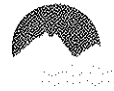
### **Action Requested:**

It is recommended that the Board appoint or re-appoint a citizen member and alternate citizen member to the Buckman Direct Diversion Board to be effective as of March 3, 2018.









**Date:** March 1, 2018  
**To:** Buckman Direct Diversion Board  
**From:** Charles M. Vokes, BDD Facilities Manager  
**Subject:** Alpha Southwest, Inc. Amendment #6

### **Item and Issue:**

Request for approval of Amendment No. 6 to the Professional Service Agreement with Alpha Southwest, Inc. for the Raw Water Lift Station pump rebuild project for the amount of \$80,000 exclusive of NMGRT.

### **Background and Summary:**

On June 17, 2014 the City of Santa Fe's Water Division solicited and received sealed bids (RFB# '14/42/B) for on-call services for mechanical and electric repair. Alpha Southwest was the selected bidder and was awarded the contract. The intent of this contract is strictly an as needed, on-call contract, with no guaranteed minimum.

On December 7, 2017 the BDD Board approved amendment #5 for \$120,000 to support the current BDD Maintenance resources in the repair and maintenance of the Buckman Direct Diversion's facilities and equipment. This amount was based on the estimated cost presented to the BDD by Alpha Southwest for needed repairs to the Raw Water Lift Station (RWLS) pumps 2, 3, 4 and 5. Alpha Southwest has since removed dissembled and inspected pumps 2 and 3. The inspections revealed significant damage that was not expected and as a result, the estimate to repair these two pumps is \$171,602.11. (As a reference, Alpha Southwest provided the cost to install a new pump from the same manufacture at \$200,000 each.) The BDD staff recommends the repair to pumps 2 and 3. Once these repairs have been completed, the BDD will have Alpha Southwest remove, disassemble, and inspect RWLS pumps 4 and 5 and provide an estimate for the repair.

This request also includes an approval of a Budget Amendment Resolution (BAR) to authorize funds from the Major Repair and Replacement fund. This request will make funds available to cover the repair and installation cost, which meets the criteria as established by the Major Repair and Replacement Fund policy.



**Action Requested:**

Staff recommends approval of Amendment #6 with Alpha Southwest, Inc. in the amount of \$80,000 exclusive of NMGRT and approval of the Budget Amendment Resolution (BAR).

BU/LI: Repair & Replacement System Equipment # 72420.520150.130025

**Approved by BDDB March 1, 2018**

---

Commissioner Henry P. Roybal,  
BDDB Chair

**BUCKMAN DIRECT DIVERSION BOARD  
AMENDMENT No. 6 TO  
PROFESSIONAL SERVICES AGREEMENT  
WITH ALPHA SOUTHWEST, INC.  
#14-0842**

THIS AMENDMENT No. 6 (the "Amendment") to the PROFESSIONAL SERVICES AGREEMENT, dated August 7, 2014, and as subsequently amended (the "Agreement"), is made between the Buckman Direct Diversion Board ("BDDDB") and Alpha Southwest ("Contractor"). The effective date of this Amendment shall be the date it is executed by the BDDDB.

**RECITALS**

A. Under the terms of the Agreement, Contractor has agreed to provide professional services to the BDDDB.

B. Pursuant to Article 18 of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the BDDDB and Contractor agree as follows:

**1. COMPENSATION.**

Article 3, paragraph A of the Agreement is amended to increase the amount of compensation by a total of eighty thousand dollars (\$80,000.00) plus applicable gross receipts tax, so that Article 3, paragraph A reads in its entirety as follows:

A. The BDDDB shall pay to Contractor in full payment for services rendered, a sum not to exceed Four hundred fifty thousand dollars (\$450,000.00) plus applicable gross receipts tax.

**2. TERM AND EFFECTIVE DATE.**

Article 6 of the Agreement is amended to extend the term of the Agreement, so that Article 5 reads in its entirety as follows:

This Agreement shall terminate on June 30, 2018 unless terminated pursuant to Article 6, infra.

**3. AGREEMENT IN FULL FORCE.**

Except as specifically provided in this Amendment, the Agreement remains, and shall remain, in full force and effect, in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 6 to the Professional Services Agreement as of the dates set forth below.

***[BALANCE OF PAGE INTENTIONALLY LEFT BLANK;***

***SIGNATURE PAGE FOLLOWS]***

**BUCKMAN DIRECT DIVERSION BOARD**

By: \_\_\_\_\_  
Commissioner Henry P. Roybal, BDD Chair

Date: \_\_\_\_\_

**ATTEST**

\_\_\_\_\_  
Geraldine Salazar, County Clerk

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Nancy R. Long, BDDB Counsel

**APPROVED**

\_\_\_\_\_  
Adam K. Johnson, City Finance Director  
7420.520150.130025

**ATTEST**

\_\_\_\_\_  
Yolanda Y. Vigil, City Clerk

File Date: \_\_\_\_\_

**CONTRACTOR:**

**Alpha Southwest, Inc.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Buckman Direct Diversion Board Summary of Contracts, Agreements, & Amendments

**Section to be completed by department for each contract or contract amendment**

1 FOR: ORIGINAL CONTRACT  or CONTRACT AMENDMENT

2 Name of Contractor Alpha Southwest

3 Complete information requested  Plus GRT  
 Inclusive of GRT

Original Contract Amount: \$50,000.00

Termination Date: June 30, 2015

Approved by BDDB Date: August 7, 2014

or by Project Manager Date: \_\_\_\_\_

**Contract is for:** On Call repair, replacement, fabrication and modification services for mechanical and electrical equipment.

Amendment # 6 to the Original Contract# 14-0842

Increase/(Decrease) Amount \$ 80,000

Extend Termination Date to: June 30, 2018

Approved by BDDB Date: Pending

or by Project Manager Date: \_\_\_\_\_

**Amendment is for:** Increase compensation for RWLS rebuild pump project.

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments)  Plus GRT  
 Inclusive of GRT

Amount \$ 50,000.00 of original Contract# 14-0842 Termination Date: 06/30/2015

Reason: emergency repair

Amount \$ 50,000.00 amendment # 1 Termination Date: 06/30/2015

Reason: increase comp

Amount \$ 50,000.00 amendment # 2 Termination Date: 06/30/2016

Reason: Increase comp and extend term

Amount \$ 50,000.00 amendment # 3 Termination Date: 06/30/2017

Reason: increase comp and term

Amount \$ 50,000.00 amendment # 4 Termination Date: 06/30/2018

Reason: increase comp and term

Amount \$ 120,000.00 amendment # 5 Termination Date: 06/30/2018

Reason: increase compensation

Amount \$ 80,000.00 amendment # 6 Termination Date: 06/30/2018

Reason: increase compensation

Total of Original Contract plus all amendments: \$ 450,000



**Buckman Direct Diversion Board  
Summary of Contracts, Agreements, & Amendments**

**5 Procurement Method of Original Contract:** (complete one of the lines)

RFP# City of Santa Fe RFB '14/42/B Date: June 18, 2014  
 RFQ  \_\_\_\_\_ Date: \_\_\_\_\_  
 Sole Source  \_\_\_\_\_ Date: \_\_\_\_\_  
 Other \_\_\_\_\_

**6 Procurement History:** Year 4 of 4  
 example: (First year of 4 year contract)

**7 Funding Source:** BDD Major Repair and Replacement **BU/Line Item:** 72420.520150.130025

**8 Any out-of-the ordinary or unusual issues or concerns:**  
none  
 (Memo may be attached to explain detail.)

**9 Staff Contact who completed this form:** Mackie Romero  
 Phone # 955-4506

**10 Certificate of Insurance attached.** (if original Contract)

**Submit to City Attorney for review/signature**

Forward to Finance Director for review/signature  
 Return to originating Department for Committee(s) review or forward to City Manager for review  
 and approval (depending on dollar level).

**To be recorded by City Clerk:**

Contract # \_\_\_\_\_

Date of contract Executed (i.e., signed by all parties): \_\_\_\_\_

Note: If further information needs to be included, attach a separate memo.

**Comments:**

m





## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cress Insurance Consultants 6101 Moon St. NE Suite 1000 Albuquerque, NM 87111 Ray Strom	CONTACT NAME: <b>Ray Strom</b>	
	PHONE (A/C, No, Ext): <b>505-822-8114</b>	FAX (A/C, No): <b>505-822-0341</b>
E-MAIL ADDRESS: <b>rstrom@cressinsurance.com</b>		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: <b>National Fire Ins of Hartford</b>		<b>20478</b>
INSURER B: <b>Continental Casualty Company</b>		<b>20443</b>
INSURER C: <b>Liberty Mutual Insurance</b>		<b>33600</b>
INSURER D: <b>Valley Forge Insurance Co</b>		<b>20508</b>
INSURER E: <b>Columbia Casualty</b>		
INSURER F:		

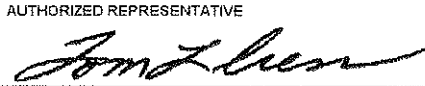
INSURED **Alpha Southwest, Inc.**  
**P O Box 9263**  
**Albuquerque, NM 87119**

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			5093812966	10/01/2017	10/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:							
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			BAS57514880	10/01/2017	10/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000			5093778091	10/01/2017	10/01/2018	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	5093848947	10/01/2017	10/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Contractors E&O w/ Pollution Incident			CEO6018485129	06/02/2017	06/02/2108	Occ/Agg 2,000,000 Deduct 5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	MISCEL 1	CANCELLATION
Buckman Direct Diversion 341 Caja Del Rio Road Santa Fe, NM 87506		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE 

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Log # {Finance use only}:	
Batch # {Finance use only}:	

## City of Santa Fe, New Mexico BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME Buckman Direct Diversion					DATE 02/15/2018	
ITEM DESCRIPTION	BUSINESS UNIT	LINE ITEM	SUBSIDIARY {.000000}	SUBLEDGER {0000}	INCREASE	DECREASE
<u>EXPENDITURES</u>					{enter as positive #}	{enter as negative #}
Repair & Maint of System Equipment	72420	520150	130025		80,000	
<u>REVENUES</u>					{enter as negative #}	{enter as positive #}
BDD City	71420	439960	100		(56,875)	
BDD County	71420	439960	200		(19,977)	
BDD LC Club	71420	439960	300		(1,375)	
BDD LC Coop	71420	439960	400		(1,774)	

**JUSTIFICATION:** (use additional page if needed)  
--Attach supporting documentation/memo

To budget fund balance from BDD Major Repair and Replacement Fund 07415, for repair and installation of four pumps at our Raw Water Lift Station Facility.

{Complete section below if BAR results in a net change to ANY Fund}	
<u>Fund(s) Affected:</u>	<u>Fund Bal. Increase/ (Decrease):</u>
07415	(80,000)
<b>TOTAL:</b>	

Mackie Romero	02/15/2018	{Use this form for Finance Committee/ City Council agenda items ONLY}	
Prepared By {print name}	Date	<b>CITY COUNCIL APPROVAL</b>  City Council Approval Date <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>  Agenda Item #: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>	Budget Officer
Division Director {optional}	Date		Finance Director {≤ \$5,000}
Department Director	Date		City Manager {≤ \$50,000}



# Memorandum



## Buckman Direct Diversion

**Date:** March 1, 2018  
**To:** Buckman Direct Diversion Board  
**From:** Mackie M. Romero, BDD Financial Manager *mmr*  
**Subject:** Proposed Fiscal Year 2019 Annual Operating Budget Request

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### ITEM AND ISSUE:

Request for approval and recommendation of the BDD Annual Operating Budget & Other Fund Contributions for Fiscal Year 2019.

### BACKGROUND AND SUMMARY:

BDD is pleased to present the proposed Buckman Direct Diversion (BDD) Annual Operating Budget for Fiscal Year 2019 and proposed contributions to our Major Repair & Replacement Fund. The proposed budget accounts for all projected necessary costs to meet the Board's service level objectives and to continue to provide high quality water to our partners, the City of Santa Fe, Santa Fe County, the Club at Las Campanas and the Las Campanas Water and Sewer Cooperative.

In Fiscal Year 2019, the BDD will be in its eighth year of operations. This milestone influenced our analysis of costs, as maintenance of our facilities will increase due to the age of the equipment and machinery. The BDD actively collaborated with its partners on the development of this budget, and with their support, we present this budget request.

#### Budget Highlights & Considerations:

- Requesting budget approval of \$8,544,624 for FY 2019 Operations (Page 2)
  - \$8,328,624– Partner Reimbursements
  - \$120,000– PNM Solar Rebate Revenue
  - \$96,000 – Federal Funds



- FY 2019 Budget Request increased by \$260,088 from the FY 2018 Adopted Budget (Page 5)
- Emergency Reserve Fund is fully funded to our target balance of \$2,000,000 (Page 14)
- Major Repair & Replacement Fund - \$626,706 requested contributions. (Page 15)

**ACTION REQUESTED:**

Staff recommends approval and recommendation of the BDD Annual Operating Budget for Fiscal Year 2019 and the requested contributions to our Major Repair and Replacement Fund to City of Santa Fe's City Council and Santa Fe County Board of Commissioners.

We look forward to presenting the proposed budget and addressing your comments and questions.

Thank you

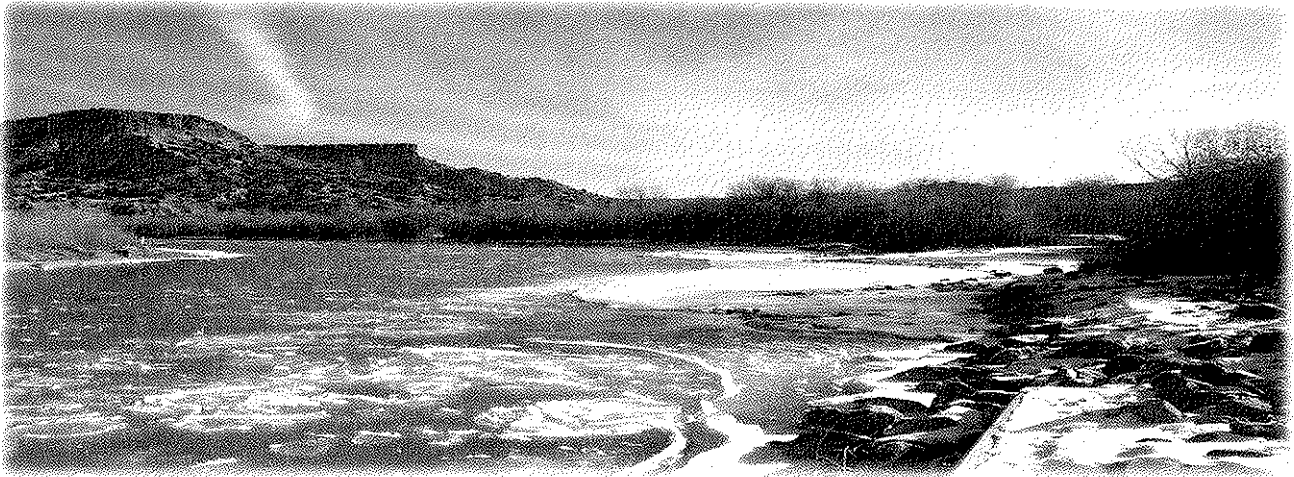




# Buckman Direct Diversion

## FISCAL YEAR 2019

### Proposed Annual Operating Budget & Partner Contributions

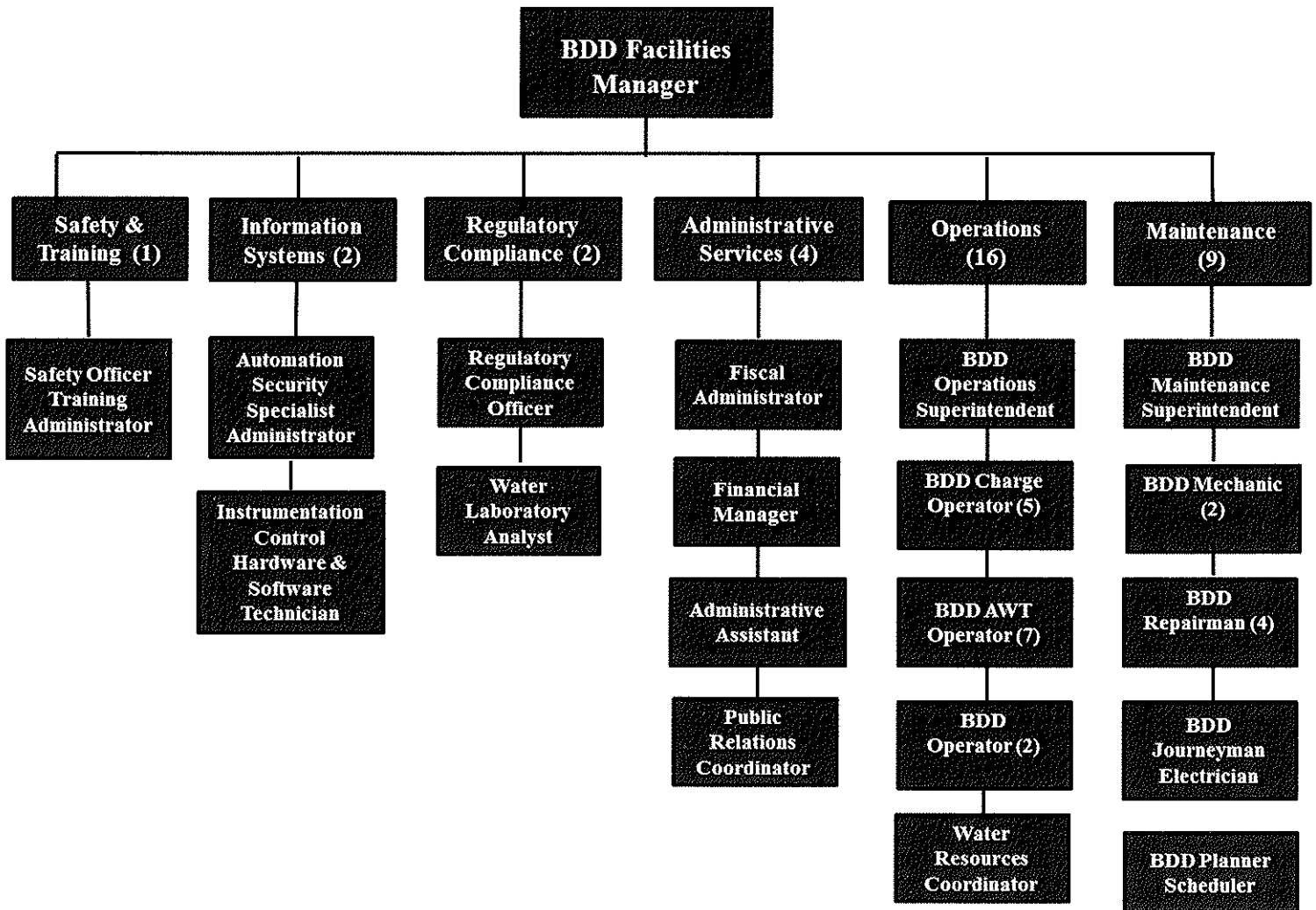


**Prepared by:**

**Mackie M. Romero, BDD Financial Manager**  
**Debra Harris-Garmendia, BDD Fiscal Administrator**  
**Charles M. Vokes, BDD Facilities Manager**



**BUCKMAN DIRECT DIVERSION REGIONAL WATER PLANT**  
**ORGANIZATIONAL CHART**





## Buckman Direct Diversion (BDD) Proposed Annual Operating Budget

### Budget Message

The *Project Management and Fiscal Services Agreement (PMFSA)* requires the Project Manager to submit an Annual Operating Budget. With this submittal, the Project Manager requests the Buckman Direct Diversion Board (BDDDB) approve and recommend the Fiscal Year 2019 Operating Budget of \$8,544,624.

### Budget Revenue/Reimbursement Summary

**TOTAL PROPOSED FISCAL YEAR 2019 OPERATING BUDGET** **TABLE A**

	<u>Fixed</u>	<u>Variable</u>	<u>Total</u>	<u>%</u>
<b>Revenues/Reimbursements by Source:</b>				
Federal Funds	\$ 96,000	-	\$ 96,000	1%
PNM Solar Rebates	-	120,000	120,000	1%
City of Santa Fe	4,909,432	1,141,775	6,051,207	71%
Santa Fe County	1,639,342	280,317	1,919,659	22%
Las Campanas (Club)	251,042	46,308	297,350	3%
Las Campanas (Coop)	60,408	-	60,408	1%
<b>Total Revenues by Source</b>	<u>\$ 6,956,224</u>	<u>\$ 1,588,400</u>	<u>\$ 8,544,624</u>	<u>100%</u>
% of overall budget	81%	19%	100%	

This budget request consists of fixed and variable costs and includes revenue/reimbursements from several sources. The principle operating revenue of BDD’s operating budget is reimbursements from the partners for the cost of operations.

BDD was granted federal funds from the Department of Energy for the BDD Storm Water Sampling Program. This funding will be used for the collection of samples from the Rio Grande at the BDD in order to make determinations on the water quality of the river during LANL events.

The monthly PNM solar rebates received for the Water Treatment Plant solar array are also accounted for as a source of revenue. The resulting reimbursement requests for American Capital Energy (primary owner of this solar array) to the City of Santa Fe and Santa Fe County will be reduced by the revenue received.

The partner reimbursement revenue is estimated based on projected expenditure types and allocated based on the cost sharing allocations established in the governing documents. Partners are billed in accordance with the BDD Working Capital and Billing Policy.





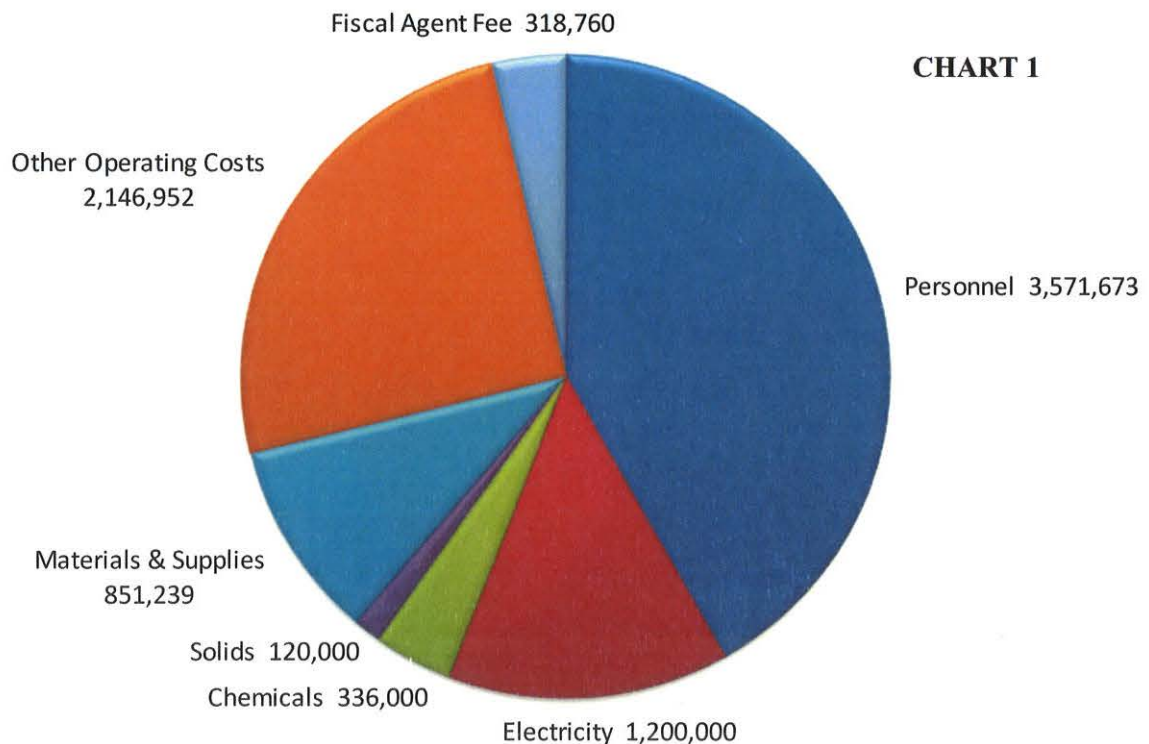
## Budget Expenditure Summary

The Buckman Direct Diversion budget consists of seven major categories as presented below. These categories are used to track expenditures for reporting and monitoring our available budget balance. In accordance with our BDD Working Capital and Billing policy, any budget adjustment requests between major categories require board approval. Expenditures are generally recorded when a liability is incurred and are reported in BDD's main enterprise fund.

**PARTNER SHARE OF TOTAL PROPOSED FISCAL YEAR 2019 OPERATING BUDGET**

**TABLE B**

<b>Expenditure by Category:</b>	<b>City of Santa Fe</b>	<b>Santa Fe County</b>	<b>Las Campanas (Club)</b>	<b>Las Campanas (Coop)</b>	<b>Federal Funds</b>	<b>Total</b>
Personnel	\$ 2,564,083	\$ 862,422	\$ 107,988	\$ 37,180	\$ -	\$ 3,571,673
Electricity	918,866	228,676	48,993	3,465	-	1,200,000
Chemicals	267,322	68,678	-	-	-	336,000
Solids	95,362	24,638	-	-	-	120,000
Materials & Supplies	592,139	206,802	33,602	18,696	-	851,239
Other Operating Costs	1,480,165	479,210	90,510	1,067	96,000	2,146,952
Fiscal Agent Fee	228,742	73,761	16,257	-	-	318,760
<b>Total</b>	<b>6,146,679</b>	<b>1,944,187</b>	<b>\$ 297,350</b>	<b>\$ 60,408</b>	<b>\$ 96,000</b>	<b>\$8,544,624</b>
PNM Solar Rebates	(95,472)	(24,528)				
<b>Total</b>	<b>\$ 6,051,207</b>	<b>\$ 1,919,659</b>				





## Budget Summary & Highlights

In Fiscal Year 2019, the BDD will be in its eighth year of operations. This major milestone was a prime consideration in our analysis of costs. The BDD also uses yearly volumetric flow predictions provided by each partner for our variable and project wide allocation of expenditures.

The BDD has actively collaborated with its partners on the development of this budget and with their support, we present the Fiscal Year 2019 budget request with the following changes:

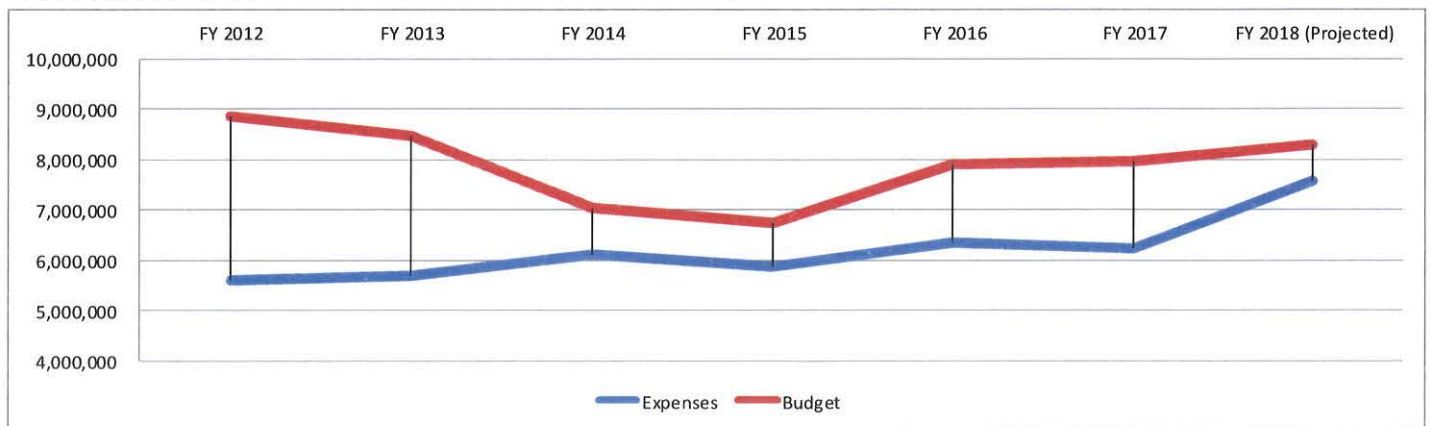
- The proposed annual operating budget for fiscal year 2019 is \$8,225,864 plus the fiscal agent fee of \$318,760, which represents our 1% fiscal fee plus a 3% contingent fee upon execution of the new support agreement.
  - Chemicals - \$56,000 projected increase due to oil prices.
  - Other Operating Costs - \$135,140 projected increase due to Litigation Services NMGRT, NPDES Permit Renewal,
  - Materials & Supplies - \$68,000 projected increase due to Security System Repair project, radios and computer replacements, and system upgrades.

Closing the gap between actual expenditures and budget will continue to be considered in development of BDD’s annual operating budget requests.

- Fiscal Year 2015 Actual Expenditures \$5,876,350 (with 7 vacant positions) which was \$853,380 lower than our adopted budget.
- Fiscal Year 2016 Actual Expenditures \$6,361,582 (with 7 vacant positions and \$798,668 of unexpended legal fees) which was \$1,541,818 lower than our adopted budget.
- Fiscal Year 2017 Actual Expenditures \$6,242,497,191 (with 6 vacant positions and \$701,988 of unexpended legal fees) which was \$1,724,657 lower than our adopted budget.

**CUMULATIVE BDD EXPENSES TO ADOPTED BUDGET**

**CHART 2**





## Budget Comparisons

Table C presents actual expenses by major category for fiscal year ended June 30, 2017. The change in the fiscal year 2019 operating budget request in comparison to the current 2018 adopted budget, which is an increase of 3% and is primarily due to the following:

- Salaries and Benefits - \$35,079 projected increase due to 2% Union increase and related taxes/benefits.
- Electric – (\$100,000) projected decrease due to solar array savings.
- Chemicals - \$56,000 projected increase due to manufacturing raw materials for chemical production and oil/gas prices.
- Materials & Supplies - \$136,437 projected increase due to security system repair project, instrumentation equipment and computer replacements, system upgrades, and miscellaneous cost due to aging equipment.
- Other Operating Costs - \$129,344 projected increase due to litigation services gross receipt taxes, NPDES permit renewal, insurance premiums increase, software upgrades and renewals.

The BDD staff will continue to work with its partners, the City of Santa Fe, Santa Fe County and Las Campanas entities, in determining the costs and funding needed to ensure BDD properly operates and maintains the facilities to meet the demands of its partners.

### BUCKMAN DIRECT DIVERSION OPERATING BUDGET

TABLE C

	FY 2017 Adopted Budget	FY 2017 Unaudited Actual 6/30/17	FY 2017 Variance \$ (Under)/ Over Budget	%	FY 2018 Adopted Budget	FY 2019 Proposed Budget	\$ Change FY 2019 vs FY 2018	%
<b>Revenues/Reimbursements by Fund:</b>								
Partner Reimbursements	\$ 7,721,154	\$ 6,139,172	\$ (1,581,982)	80%	\$ 8,045,776	\$ 8,328,624	\$ 282,848	4%
PNM Solar Rebates	150,000	80,540	\$ (69,460)	54%	142,760	120,000	(22,760)	-16%
Federal Funds	96,000	22,785	\$ (73,215)	24%	96,000	96,000	-	0%
<b>Total</b>	<b>\$ 7,967,154</b>	<b>\$ 6,242,497</b>	<b>\$(1,724,657)</b>	<b>78%</b>	<b>\$ 8,284,536</b>	<b>\$ 8,544,624</b>	<b>\$ 260,088</b>	<b>3%</b>
<b>Expenditures by Category:</b>								
Personnel Salaries	\$ 2,035,114	\$ 1,761,542	\$ (273,572)	87%	\$ 2,196,994	\$ 2,222,850	\$ 25,856	1%
Overtime	180,000	158,202	(21,798)	88%	150,000	150,000	-	0%
Benefits	1,137,673	975,945	(161,728)	86%	1,189,600	1,198,823	9,223	1%
Electricity	1,223,000	996,839	(226,161)	82%	1,300,000	1,200,000	(100,000)	-8%
Chemicals	295,000	340,991	45,991	116%	280,000	336,000	56,000	20%
Solids	170,000	150,280	(19,720)	88%	120,000	120,000	-	0%
Materials & Supplies*	726,004	572,250	(153,754)	79%	714,802	851,239	136,437	19%
Other Operating Costs*	1,021,480	809,552	(211,928)	79%	992,224	1,046,952	54,728	6%
Litigation Costs	1,100,000	398,012	(701,988)	36%	1,025,384	1,100,000	74,616	7%
<b>Total</b>	<b>7,888,271</b>	<b>6,163,614</b>	<b>(1,724,657)</b>	<b>78%</b>	<b>7,969,004</b>	<b>8,225,864</b>	<b>256,860</b>	<b>3%</b>
Fiscal Agent Fee	78,883	78,883	-	0%	315,532	318,760	3,228	1%
<b>Total</b>	<b>\$ 7,967,154</b>	<b>\$ 6,242,497</b>	<b>\$(1,724,657)</b>	<b>78%</b>	<b>\$ 8,284,536</b>	<b>\$ 8,544,624</b>	<b>\$ 260,088</b>	<b>3%</b>

\* See Table C-1 and C-2 for a detailed summary of Major Category Costs



**BDD Materials & Supplies Detailed Summary**

**TABLE C-1**

<u>Description</u>	<u>Amount</u>	<u>Total</u>
Repair & Maintenance Building / Structures - sprinkler, fire alarm, plumbing	25,400	
On-Call HVAC Service Agreement	25,000	
<b>Total</b>		<b>\$ 50,400</b>
<b>Repair &amp; Maintenance System Equipment</b>		
General maintenance, repairs and replacement to water system facilities	200,000	
Hach Service Agreement - Yearly calibration of instrumentation	37,000	
Hach Equipment Agreement - Replace and install turbidimeters	35,000	
Yukon & Assoc - On-call process instrumentation and control systems	5,000	
Wunderlich-Malec - On-call SCADA & computer networking	15,000	
Great Southwest Meters- Annual meter calibration and inspection	12,000	
Subsurface Contracting - On-call repair and replacement to water systems	43,000	
Alpha Southwest - On-call services mechanical & electrical	54,000	
Automation & Electric - On-call SCADA support, software, programming	33,000	
Positive Energy - Maintenance and service of BS2A Solar Array	10,000	
<b>Total</b>		<b>\$ 444,000</b>
Repair & Maintenance Grounds/Rd - Landscaping agreements		15,000
Repair & Maintenance Machine & Equipment -Copiers, machinery & equipment		40,200
Operating Supplies -Field supplies maintenance/operations		68,500
Auto Parts, Tires, Gasoline & Diesel - Fleet maintenance of vehicles		20,000
Inventory Exempt / IT - Small tools, radios, and phase III replacement of computers		36,989
Uniforms (\$500 clothing, \$200 boots = \$700 per employee)		23,800
Safety Supplies - First aid, protective gear, safety guides, periodicals		12,150
System Equipment - Control room instrumentation upgrades		20,000
Equipment - Outdoor water dispenser (public outreach program)		4,200
Data Processing - Phase III server replacement for SCADA		16,000
Building & Structures - Security system upgrades and repairs (Access Control Panel)		100,000
<b>Total</b>		<b>\$ 356,839</b>
<b>Total Materials &amp; Supplies Category</b>		<b>\$ 851,239</b>



**BDD Other Operating Costs Detailed Summary**

**TABLE C-2**

<u>Description</u>	<u>Amount</u>	<u>Total</u>
<b>Agreements</b>		
BDDDB Insurance Broker/Agent	9,500	
Chavez Security - provides patrol along Buckman road corridor	152,000	
Stenographer Agreement - BDD Board meetings	4,000	
USDA Collection Agreement - Federal law enforcement	15,000	
USGS Operation and maintenance agreement of sediment and stream gage	52,694	
BDDDB Independent counsel	100,559	
Consultant for NMDES permit renewal	50,000	
Compliance Agreements -TREAT Study analysis	32,494	
Compliance Agreements -Stormwater sampling (Federal program)	120,000	
Compliance Agreements -Drinking water, solids analysis	21,662	
Compliance Agreements -Annual fire inspection and compliance	7,544	
Audit professional services agreement	7,000	
BDD Board - Public liability and real property insurance premiums	142,793	
Land Leases - BLM right of way agreements	76,756	
<b>Total</b>		<b>\$ 792,002</b>
Benefits Dept. Assessments - City Benefits Assessment Fees		9,250
General Liability Dept Assessments - City Risk Assessment Fees		9,336
General Liability Third Party - Crime Liability Assessment Fees		70,000
Public Relations - tours, outreach, promotions, website, virtual tour		18,650
Software/Software Subscriptions- Software support and upgrades		43,182
Employee Training - Safety, training, education, travel, dues & registrations		33,032
Advertising - Job postings, RFP bids		3,000
Office Supplies - General office supplies		7,000
Postage & Mailing Services - Delivery of water samples, correspondence		3,700
Utilities - Cell phones, landlines, data, website, satellite phone, natural gas		57,800
<b>Total</b>		<b>\$ 254,950</b>
	<b>BDDDB Litigation Costs</b>	<b>\$ 1,100,000</b>
	<b>Total Other Operating Costs Category</b>	<b>\$ 2,146,952</b>



## Budget Fixed & Variable Costs Analysis

The BDD's annual operating budget consists of fixed, variable and project-wide costs. These costs are allocated by percentages contained in the Facility Operations and Procedures Agreement and amendment one (FOPA). This budget request was prepared with the following cost sharing principles.

### Cost Sharing

TABLE D

<u>Fixed</u>	<u>City of Santa Fe</u>	<u>Santa Fe County</u>	<u>Las Campanas (Club)</u>	<u>Las Campanas (Coop)</u>	<u>Total</u>
Shared Facilities (CCL)	62.09%	25.61%	5.37%	6.93%	100.00%
Separate Facilities (CC)	75.33%	24.67%	0%	0%	100.00%
<b><u>Project Wide</u></b>					
Projected Volumetric Flow (PW)	71.76%	23.14%	5.10%	0.00%	100.00%
<b><u>Variable</u></b>					
Projected Volumetric Flow (CCL)	71.76%	23.14%	5.10%	0.00%	100.00%
Projected Volumetric Flow (CC)	79.56%	20.44%	0.00%	0.00%	100.00%

Annual volumetric flow predictions provided by the partners are also used as the basis for project wide costs and variable costs that are primarily related to chemicals, electricity, and solids management.

### Volumetric Flow History and FY 2019 Predictions

TABLE E

<u>Volumetric Flow (acft)</u>	<u>City of Santa Fe</u>	<u>Santa Fe County</u>	<u>LC (Raw Water) via County</u>	<u>Las Campanas (Raw Water)</u>	<u>Total Diverted</u>
FY 2013	5,931.78	448.00	504.66	85.23	6,969.67
FY 2014	3,295.24	890.13	25.49	546.78	4,757.64
FY 2015	3,565.50	1,051.72	418.32	139.01	5,174.55
FY 2016	4,127.74	1,077.23	374.33	165.14	5,744.44
FY 2017	3,896.60	1,156.87	273.60	297.73	5,624.80
<i>FY 2018</i>	<i>4,298.00</i>	<i>1,177.68</i>	<i>300.00</i>	<i>325.63</i>	<i>6,101.31</i>
<b><i>FY 2019</i></b>	<b><i>4,582.90</i></b>	<b><i>1,177.68</i></b>	<b><i>300.00</i></b>	<b><i>325.63</i></b>	<b><i>6,386.21</i></b>
<b><i>FY 2019 %</i></b>	<b><i>71.76%</i></b>	<b><i>18.44%</i></b>	<b><i>4.70%</i></b>	<b><i>5.10%</i></b>	<b><i>100%</i></b>

% Percentage is used in calculation of partner share of variable costs & project wide

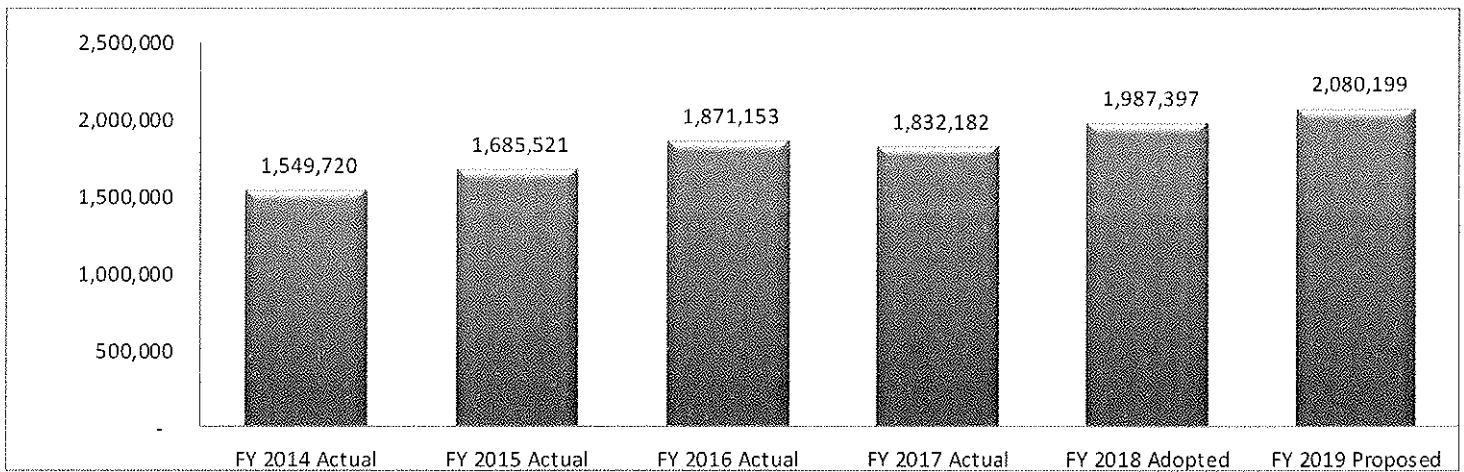


## Volumetric Flow History

BDD has completed a budget analysis for fiscal year 2019, which includes volumetric predictions of 2,080,199 gallons. This is an estimated 4.7% increase in water delivery thru BDD over fiscal year 2018 predicted water call. The BDD will continue to work with the partners to adaptively manage BDD water deliveries to meet changes in partner demands.

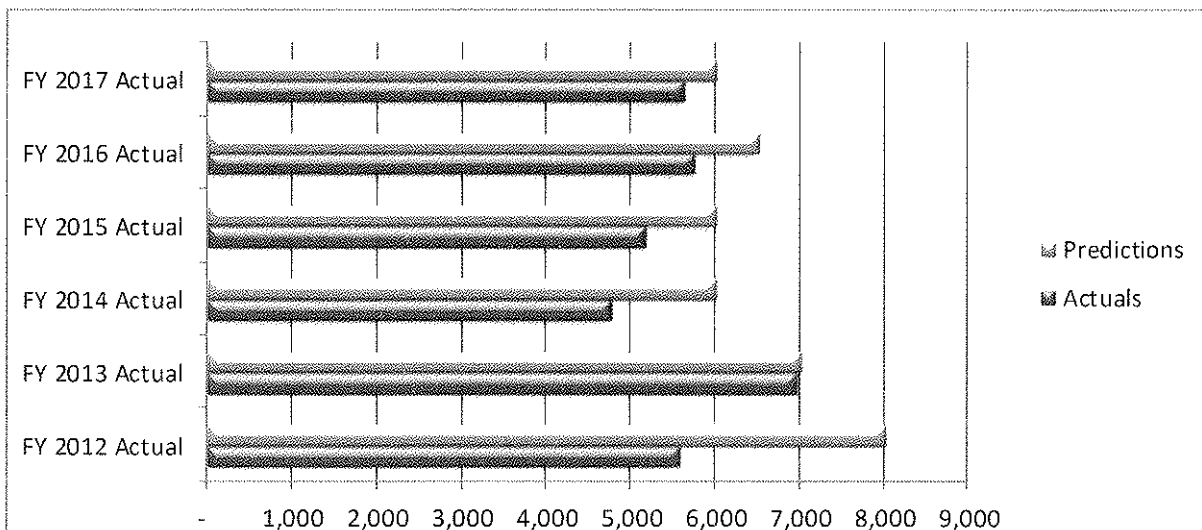
### Total gallons delivered in 1,000's (Includes raw water)

CHART 3



### Total gallons delivered vs. volumetric predictions (Includes raw water)

CHART 4





## Cost Analysis

BDD’s budget development utilizes several complex cost accounting models to determine solids management, electricity, and chemical costs, which make-up 19% of the total fiscal year 2019 approved budget. Variable costs are associated with the amount of water delivered and are closely related to raw water quality. Raw water carrying elevated levels of solids require increased chemical dosing, create increased maintenance activities, and result in greater solids management costs. Electricity costs are directly influenced by varying on-peak and off-peak rates.

### Cost Analysis

TABLE F

	<b>FY 2018 Adopted Budget</b>	<b>FY 2019 Proposed Budget</b>	<b>City of Santa Fe</b>	<b>Santa Fe County</b>	<b>Las Campanas Club</b>	<b>Total</b>
<b>Expenditures</b>						
Chemical Expenditures	\$ 280,000	\$ 336,000	\$ 267,322	\$ 68,678	\$ -	\$ 336,000
Solids Expenditures	117,400	120,000	95,362	24,638	-	120,000
Electric Expenditures*	1,153,775	1,076,535	823,395	204,147	48,993	1,076,535
All Other Expenditures*	6,441,474	6,735,681	4,865,129	1,622,195	248,357	6,735,681
<b>Total Operating Expenditures</b>	<b>\$7,992,649</b>	<b>\$8,268,216</b>	<b>\$6,051,208</b>	<b>\$1,919,658</b>	<b>\$ 297,350</b>	<b>\$8,268,216</b>
<b>Operational Costs</b>						
<b>Total gallons raw water</b>	<b>203,788</b>	<b>203,788</b>	<b>-</b>	<b>97,720</b>	<b>106,068</b>	<b>203,788</b>
Total Cost per 1,000 gallons	\$ 2.39	\$ 2.59		\$ 2.36	\$ 2.34	
Electric Cost per 1,000 gallons	\$ 0.51	\$ 0.45		\$ 0.44	\$ 0.46	
<b>Total gallons finished water</b>	<b>1,783,609</b>	<b>1,876,410</b>	<b>1,492,801</b>	<b>383,609</b>	<b>-</b>	<b>1,876,410</b>
Total Cost per 1,000 gallons	\$ 4.48	\$ 4.12	\$ 4.05	\$ 4.40	\$ -	
Electric Cost per 1,000 gallons	\$ 0.64	\$ 0.52	\$ 0.55	\$ 0.42	\$ -	
Solids Cost per 1,000 gallons	\$ 0.07	\$ 0.06	\$ 0.06	\$ 0.06		
Chemical Cost per 1,000 gallons	\$ 0.16	\$ 0.18	\$ 0.18	\$ 0.18	\$ -	
<b>Monthly Average Costs</b>	<b>\$ 666,054</b>	<b>\$ 689,018</b>	<b>\$ 504,267</b>	<b>\$ 159,972</b>	<b>\$ 24,779</b>	<b>\$ 689,018</b>
*Excludes Federal Funds, PNM Solar Rebates and LC-Coop (\$276,408)						





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## Programs

As the focal point for key resource decisions, the budget process is a powerful tool. The *National Advisory Council for State and Local Budgeting* (NACSLB) was created in 1997 to provide assistance to governments in improving their budgeting processes. In fulfilling that role, the NACSLB set forth a voluntary framework that provides budgeting guidance for state and local governments. The NACSLB established “Best Budgeting Practices” (BBP) which link budget decisions to desired outcomes consistent with organizational goals. This budget incorporates many BBP’s set forth by NACSLB.

While local governments struggle with declining revenues, *Outcome-based* budgeting has become an increasingly important national budgeting standard. This type of advanced budgeting links resources to key business strategies and performance indicators. This “performance-based” approach connects key financial decisions to interdependent concepts of strategy, planning, business execution and measurement. Hence, this budget document contains more than a tabulation of financial figures. Rather than narrowly focusing on expenditures, we’ve established a structure for measuring the “value” citizens receive for their dollars by quantifying organizational achievement. In other words, the heart of this budget centers on determining how well the BDD executes its core business functions. We’ve shifted the focus from “paying for costs” to “buying results”. In addition, this budget simultaneously unifies our financial planning efforts with the *High Performance Organization* (HPO) principles which have become thriving core values of the BDD’s working culture.

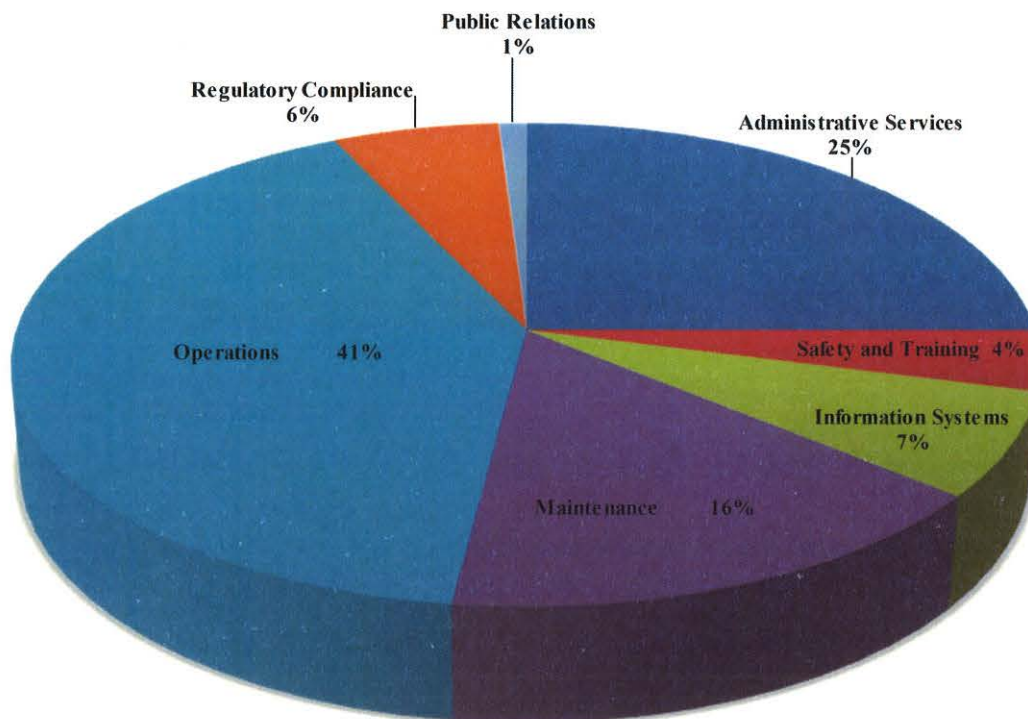
The BDD is divided into seven (7) key programs with explicit business functions as shown in Table G. Each Program was developed to support specific goals and objectives. These business activities encompass all functions necessary to operate the regional water treatment plant, maintain full regulatory compliance, execute Fiscal Agent responsibilities, and optimize infrastructure investments through comprehensive asset management.



**TABLE G**

Key Program	Business Funtion
1. Operations	Produce high quality drinking water
2. Regulatory Compliance	Provide full compliance with State and Federal water quality standards
3. Asset Management and Maintenance	Provide cost-effective maintenance services to BDD Operations and optimize infrastructure life-cycle costs
4. Safety and Training	Provides full compliance with State and Federal Health and Safety Regulations
5. Administrative Services	Provides general oversight and management support. Provides accounting, budgeting, procurement and payroll services as well as records management.
6. Information Systems	Provides automation security and communications services
7. Public Relations	Provides public outreach and awareness

**CHART 5**





## Program Budget Comparison

The expenditure budgets for these seven key programs are presented below. Total program funding includes all employee wages and benefits for full time equivalent employees, and associated overhead expenses. These key programs incorporate all business expenses necessary to execute core business functions, and allow the reader to understand how limited resources are allocated within the budget.

### Strategic Goals – Supported by program resources

- ✦ **Operations** – To ensure the highest standard of water quality, using the most efficient and up to date water production methods.
- ✦ **Regulatory** – To maintain and improve LANL/DOE monitoring program and renew NPDES Permit.
- ✦ **Maintenance** – To equip the staff with the tools and equipment to efficiently and effectively maintain and repair the assets of the BDD.
- ✦ **Safety & Training** – To promote and assure workplace safety and health in preventing workplace injuries.
- ✦ **Administrative Services** – To operate and maintain the BDD within budget and in accordance with the governing documents.
- ✦ **Information Systems** – To maintain and support all automation and security systems, including security camera replacements.
- ✦ **Public Relations** – To coordinate, create and support key events for the BDD outreach program.

### BDD Operating Budget – by Program

TABLE H

	FY 2017 Adopted Budget	FY 2017 Actuals 06/30/2017	Variance \$ (Under) or Over Budget	FY 2018 Adopted Budget	FY 2019 Proposed Budget	\$ Change FY 2019 vs FY 2018
<b>Expenditures by Program:</b>						
1. Operations (16 FTE)	\$ 3,452,340	\$ 3,068,061	\$ (384,279)	\$ 3,454,635	\$ 3,388,222	\$ (66,413)
2. Regulatory Compliance (2 FTE)	401,659	327,657	(74,002)	422,948	479,862	56,914
3. Maintenance (9 FTE)	1,118,707	811,554	(307,153)	1,272,147	1,348,872	76,725
4. Safety and Training (1 FTE)	312,571	278,752	(33,819)	307,167	297,369	(9,798)
5. Administrative Services (4 FTE)	2,106,771	1,225,760	(881,011)	2,022,908	2,078,012	55,104
6. Information Systems (2 FTE)	393,299	372,368	(20,931)	401,059	538,789	137,730
7. Public Relations (1 FTE)	102,924	79,462	(23,462)	88,140	94,738	6,598
<b>Total Expenditures (35 FTE)</b>	<b>7,888,271</b>	<b>6,163,614</b>	<b>(1,724,657)</b>	<b>7,969,004</b>	<b>8,225,864</b>	<b>256,860</b>
<b>Fiscal Agent Fee</b>	<b>78,883</b>	<b>78,883</b>	<b>-</b>	<b>315,532</b>	<b>318,760</b>	<b>3,228</b>
<b>Total</b>	<b>\$ 7,967,154</b>	<b>\$ 6,242,497</b>	<b>\$ (1,724,657)</b>	<b>\$ 8,284,536</b>	<b>\$8,544,624</b>	<b>\$ 260,088</b>



**Emergency Reserve Fund (ERF)**

The Project Management and Fiscal Services Agreement, Article 3. (E.) requires the BDD Board create an Emergency Reserve Fund, and establish procedures for its management. The Emergency Reserve Fund provides immediate reserves for unforeseen or catastrophic infrastructure failures that render facilities unable to deliver water at the needed capacity. The Project Manager, in consultation with the partners, must submit to the BDD Board an analysis of the funds required for an emergency reserve and suggest procedures for creation of and management of the Emergency Reserve Fund.

The BDD Board approved the Emergency Reserve Fund policy and funding contributions as part of the Fiscal Year 2012 budget request. This policy established target balances, replenishment requirements and funding allocations.

**Emergency Reserve Fund Balance**

**TABLE I**

<b>Emergency Fund</b>	<b>City of Santa Fe</b>	<b>Santa Fe County</b>	<b>Las Campanas Club</b>	<b>Las Campanas Coop</b>	<b>Balance</b>
Fund Balance at June 30, 2017	1,329,436	518,100	81,953	105,621	2,035,110

As of June 30, 2017 the Emergency Reserve Fund was fully funded to its targeted balance of \$2,000,000. As per the BDD Working Capital and Billing Policy, these funds are interest bearing and are allocated to the partners based on the percentage of cash held in their respective accounts at the end of each fiscal year.



**Major Repair and Replacement Fund (RRF)**

The BDD Board also previously approved the Major Repair and Replacement Fund as part of the Fiscal Year 2012 Budget. Per the Major Repair and Replacement Fund policy these funds are to receive yearly contributions held in trust to support major repair and replacement costs of facility equipment and systems.

In fiscal year 2018, the BDD Board has authorized expenditures of \$1,089,798 for repair and replacement of system equipment in accordance with the policy. These authorizations, upon expenditure will reduce the available balance in this fund. The Major Repair and Replacement fund will continue to receive yearly contributions in accordance with the policy.

**Major Repair and Replacement Fund Balance**

**TABLE J**

<b>Major Repair &amp; Replacement</b>	<b>City of Santa Fe</b>	<b>Santa Fe County</b>	<b>Las Campanas Club</b>	<b>Las Campanas Coop</b>	<b>Balance</b>
Balance as of June 30, 2017	1,182,615	418,597	25,597	30,496	1,657,305
2018 Contributions	445,545	156,494	10,769	13,898	626,706
Funds authorized for expenditure	(774,773)	(272,131)	(18,727)	(24,167)	(1,089,798)
<b>Projected Fund Balance</b>	<b>853,387</b>	<b>302,960</b>	<b>17,639</b>	<b>20,227</b>	<b>1,194,213</b>

**Major Repair and Replacement Fund Fiscal Year 2019 Contributions**

**TABLE K**

<b>Major Repair &amp; Replacement</b>	<b>City of Santa Fe</b>	<b>Santa Fe County</b>	<b>Las Campanas Club</b>	<b>Las Campanas Coop</b>	<b>Balance</b>
2019 Proposed Contributions	445,545	156,494	10,769	13,898	626,706

With the approval of this contribution and no additional authorizations, the fund balance will be \$1,820,919 for fiscal year 2019.

**Capital Assets Management**

In fiscal year 2019, the BDD staff will be working on developing and maintaining our capital assets and replacement program. Our current and future goals and initiatives are to develop a multi-year projected asset plan, funding requirements, vehicle replacement schedule, and related replacement/disposal policy. This initiative will be in conjunction with developing and upgrading our SAMS software so that the data can be used to further analyze our future repair and replacement needs.



**Budget Summary**

With this submittal, the Project Manager requests the Buckman Direct Diversion Board adopt the approved funding for our Fiscal Year 2019 Operating Budget of \$8,544,624 plus the annual contribution of \$626,706 for the Major Repair and Replacement Fund for a total request of \$9,171,330. We appreciate the input and support from our partners and our Buckman Direct Diversion Board Members.

**Fiscal Year 2019 Funding Allocation**

**TABLE L**

<b>Funds</b>	<b>City of Santa Fe</b>	<b>Santa Fe County</b>	<b>Las Campanas (Club)</b>	<b>Las Campanas (Coop)</b>	<b>Total</b>
Operating Fund	\$6,051,207	\$1,919,659	\$ 297,350	\$ 60,408	\$ 8,328,624
			PNM Solar Rebate Revenue		120,000
				Federal Funds	96,000
					<b>\$8,544,624</b>
Major Repair & Replacement Fund	445,545	156,494	10,769	13,898	626,706
<b>Total Fiscal Year 2019 Request</b>	<b>\$6,496,752</b>	<b>\$2,076,153</b>	<b>\$ 308,119</b>	<b>\$ 74,306</b>	<b>\$9,171,330</b>