



Date: May 7, 2020
To: Buckman Direct Diversion Board
From: Mackie Romero, BDD Financial Manager
Subject: Fiscal Impacts to the Buckman Direct Diversion

ITEM AND ISSUE:

Presentation of the potential fiscal impact to the current and future budget of the Buckman Direct Diversion.

BACKGROUND AND SUMMARY:

The Buckman Direct Diversion is funded by the City of Santa Fe, Santa Fe County and the Las Campanas partners by the approval and formal adoption of the annual operating budget.

Each year the BDD Board shall approve and recommend an annual budget and shall not formally adopt until it is approved by each of the governing bodies of the City and the County.

The current pandemic has raised uncertainty and economic hardships to our government and our community. The discussion and analysis of how these impacts will financially affect the budget of the Buckman Direct Diversion will remain on-going.

Current Year Analysis:

FY 19/20 Adopted Budget \$9,696,409 plus \$626,706 Major Repair and Replacement Fund

The current year budget will have the following projected savings due to the effects of the Covid-19 pandemic.

- City issued furloughs and reduction of overtime, estimated savings of \$70,000
- Cancellation of trainings and delay of non-essential purchases \$48,380
- Delay of Security upgrade RFP \$310,000
- Other potential savings/non-Covid19 related \$390,000

The budgetary savings for these items may allow potential opportunities to carry forward these savings to assist with future shortfalls.



Fiscal Year 2021 Analysis:**FY 2021 Approved and Recommended Budget:**

Funds	City of Santa Fe	Santa Fe County	Las Campanas (Club)	Las Campanas (Coop)	Total
Operating Fund	\$ 6,733,692	\$ 2,291,853	\$ 330,079	\$ 76,673	\$ 9,432,297
			PNM Solar Rebate Revenue		120,000
				Federal Funds	96,000
				County Conservation Fee	11,500
					\$ 9,659,797
Major Repair & Replacement Fund	445,545	156,494	10,769	13,898	626,706
	\$ 7,179,237	\$ 2,448,346	\$ 340,848	\$ 90,571	\$ 10,286,503

FY 2021 Projected Annual Water Predictions

<u>Volumetric Flow (Af)</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>
<i>FY 2021</i>	<i>4,489.26</i>	<i>1,245.00</i>	<i>281.52</i>	<i>309.61</i>	<i>6,325.39</i>
<i>FY 2021 %</i>	<i>70.97%</i>	<i>19.68%</i>	<i>4.45%</i>	<i>4.89%</i>	<i>100%</i>

We have reached out to our partners requesting communication on any changes to their water predictions and ability to provide the funding recommended by the BDDB.

We don't anticipate any large reductions to the projected water predictions, however we know the City of Santa Fe is currently evaluating budgetary reduction options, which will likely affect the BDD Fiscal Year 2021 Operating Budget. Therefore the BDD staff will begin to evaluate the individual line items within the recommended budget to determine essential expense and expenses that could be delayed.

We know the fiscal impacts to our government and community are unprecedented and we are confident we can continue to provide the highest standard in drinking water with planned analysis, cooperation and communication with our partners and the Board.

Memorandum



Buckman Direct Diversion

Date: May 7, 2020
To: Buckman Direct Diversion Board
From: Mackie M. Romero, BDD Financial Manager
Subject: Snell & Wilmer, LLP Amendment No. 3

ITEM AND ISSUE:

Request for the approval of Amendment No. 3 to the Legal Services Agreement with Snell & Wilmer, LLP for litigation services for FY19/20 in the amount of \$400,000 exclusive of NMGRT.

BACKGROUND AND SUMMARY:

On March 1, 2018, the Buckman Direct Diversion Board awarded RFP #18/12/P' for litigation services to Snell & Wilmer, LLP to serve as legal counsel for the Buckman Direct Diversion Board. This request will increase compensation in the amount of \$400,000 exclusive of NMGRT to continue services needed for the remained of the current fiscal year.

This request also includes approval of a Budget Amendment Resolution to transfer funds within BDD major categories to the legal services line item to cover the cost of the contract.

ACTION REQUESTED:

Staff recommends approval of Amendment No. 3 to the Legal Services Agreement with Snell & Wilmer, LLP. Funding is available within our approved FY 19/20 operating budget.

BU/LI: Legal Services # 8000801.510200.BDD9990

MUNIS Contract# 3200242

Approved by BDDDB May 7, 2020

Councilor JoAnne Vigil Coppler, BDDDB Chair



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



**AMENDMENT NO. 3
TO THE LEGAL SERVICES AGREEMENT
WITH SNELL & WILMER, LLP**

This Amendment No. 3 (the "Amendment") to the Legal Services Agreement, dated March 27, 2018 (the "Agreement"), between the Buckman Direct Diversion Board ("BDDDB") and Snell & Wilmer, P.A. ("Contractor") shall be effective as of the date when it is executed by the Board Chair.

RECITALS

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

B. Pursuant to Article 19 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 2 of the Agreement is amended to increase the amount of compensation by a total of Four Hundred Thousand Dollars (\$400,000.00) plus applicable gross receipts tax, so that Article 2, paragraph A reads in its entirety as follows:

A. The BDDDB shall pay to Contractor in full payment for services, costs and fees incurred, a sum not to exceed Three Million Eight Hundred Thousand Dollars (3,800,000), plus applicable gross receipts tax.

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. 3 to the Legal Services Agreement as of the dates set forth below.

BUCKMAN DIRECT DIVERSION BOARD

By: _____
JoAnne Vigil Coppler, BDDDB Chair

Date: _____

APPROVED AS TO FORM


Nancy R. Long

APPROVED

Mary T. McCoy, City Finance Director

ATTEST

Yolanda Y. Vigil, City Clerk

File Date: _____

CONTRACTOR:

Snell & Wilmer, LLP

Signature: _____

Name: Daniel R. Frost

Title: _____

Date: _____

NM Taxation & Revenue
CRS # _____

City of Santa Fe Business
Registration# _____



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 Snell & Wilmer, LLP

3 Complete information requested

☒ Plus GRT

☐ Inclusive of GRT

Original Contract Amount: \$200,000.00

Termination Date: June 30, 2019

☒ Approved by BDDDB Date: March 1, 2018

☐ or by BDD Facilities Manager Date: _____

Contract is for: To provide litigation services for the Buckman Direct Diversion Board.

Amendment # 3 to the Original Contract# 18-0424

Increase/(Decrease) Amount \$ 400,000

Extend Termination Date to: June 30, 2020

☒ Approved by BDDDB Date: Pending

☐ or by Project Manager Date: _____

Amendment is for: To add additional compensation for FY19.20 services

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

☐ Inclusive of GRT

Amount \$ 200,000.00 of original Contract# 18-0424 Termination Date: 6/30/2019

Reason: To provide litigation services for the Buckman Direct Diversion Board.

Amount \$ 1,500,000.00 amendment # 1 Termination Date: 6/30/2019

Reason: To increase compensation under the agreement

Amount \$ 1,700,000.00 amendment # 2 Termination Date: 6/30/2020

Reason: To increase compensation for FY19.20 services.

Amount \$ 400,000.00 amendment # 3 Termination Date: 6/30/2020

Reason: Add additional compensation

Total of Original Contract plus all amendments: \$ 3,800,000



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

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

RFP# 18/12/P Date: December 15, 2017

RFQ ☐ _____ Date: _____

Sole Source ☐ _____ Date: _____

Other _____

6 Procurement History: year 2 of 4 year contract
example: (First year of 4 year contract)

7 Funding Source: BDD Operating Fund **BU/Line Item:** 8000801.510200.BDD9990

Budget Officer Approval

Comments or Exceptions: _____

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, BDD Financial Manager

Phone # 955-4506

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

Comments:

BUCKMAN DIRECT DIVERSION BOARD



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/4/2019

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 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. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER N/A	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Attorneys' Liability Assurance Society Ltd.,	15445
INSURED Snell & Wilmer L.L.P. One Arizona Center 400 East Van Buren Street, Suite 1900 Phoenix, AZ 85004-2202	INSURER B: A Risk Retention Group	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	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	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	N	N	ALA 1229	1/1/2019	1/1/2020	\$50,000,000 per claim \$100,000,000 annual aggregate

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

CERTIFICATE HOLDER

CANCELLATION

Buckman Direct Diversion Board 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 <i>Nancy J. Montroy</i> Nancy J. Montroy, V.P. - Director of Underwriting, ALAS Ltd., RRG
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Log # {Finance use <u>only</u> }:	
Batch # {Finance use <u>only</u> }:	

City of Santa Fe, New Mexico

BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME PUD/Buckman Direct Diversion					DATE 5/1/2020	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE	
<u>EXPENDITURES</u>				{enter as <u>positive</u> #}	{enter as <u>negative</u> #}	
Electric	8000810	514050			(100,000)	
Solar Electric	8000810	514055			(130,000)	
Building & Structure	8000810	570400			(200,000)	
Legal Services	8000810	510200		430,000		
<u>REVENUES</u>				{enter as <u>negative</u> #}	{enter as <u>positive</u> #}	
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				\$ 430,000	\$ (430,000)	

To move funds to cover increase in compensation for legal services.

{Complete section below if BAR results in a net change to ANY Fund}	
Fund(s) Affected	Fund Balance Increase/(Decrease)
TOTAL:	
0	

BDDDB Approved 05/07/2020

Mackie Romero	4/28/2020	{Use this form for Finance Committee/ City Council agenda items ONLY}	
Prepared By {print name}	Date	CITY COUNCIL APPROVAL <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> City Council Approval Date <div style="border: 1px solid black; width: 100px; height: 30px; margin: 5px auto;"></div> </div> <div style="text-align: center;"> Agenda Item #: <div style="border: 1px solid black; width: 100px; height: 30px; margin: 5px auto;"></div> </div> </div>	Budget Officer
Division Director Signature {optional}	Date		Finance Director {≤ \$5,000}
Department Director Signature	Date		City Manager {≤ \$60,000}

ITEM # 19-0622

**BUCKMAN DIRECT DIVERISON BOARD
AMENDMENT NO. 2
TO THE LEGAL SERVICES AGREEMENT
WITH SNELL & WILMER, LLP**

This Amendment No. 2 (the "Amendment") to the Legal Services Agreement, dated March 27, 2018, and subsequently amended, (the "Agreement"), between the Buckman Direct Diversion Board ("BDDDB") and Snell & Wilmer, P.A. ("Contractor") shall be effective as of the date when it is executed by the BDDDB.

RECITALS

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

B. Pursuant to Article 19 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 2 of the Agreement is amended to increase the amount of compensation by a total of *One Million Seven Hundred Thousand Dollars (\$1,700,000.00)* plus applicable gross receipts tax, so that Article 2, paragraph A reads in its entirety as follows:

A. The BDDDB shall pay to Contractor in full payment for services, costs and fees incurred, a sum not to exceed Three Million Four Hundred Thousand Dollars (\$3,400,000.00), plus applicable gross receipts tax.

2. TERM AND EFFECTIVE DATE.

Article 5, of the Agreement is amended to extend the term to June 30, 2020.

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. 2 to the Legal Services Agreement as of the dates set forth below.

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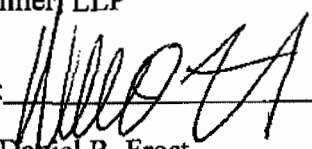
SIGNATURE PAGE FOLLOWS]

BUCKMAN DIRECT DIVERSION BOARD


Anita Hamilton, BDDDB Chair
Date: 6/16/19
Geraldine Salazar, County Clerk

CONTRACTOR:

Snell & Wilmer LLP

Signature: 

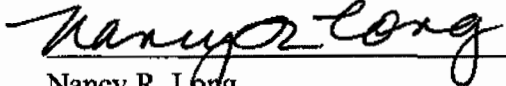
Name: Daniel R. Frost

Title: Partner

Date: 6/10/19

NM Taxation & Revenue
CRS # 03-359454-00-6

APPROVED AS TO FORM

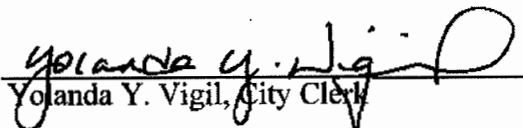

Nancy R. Long

City of Santa Fe Business
Registration# 18-00150945

APPROVED


Mary T. McCoy, City Finance Director

ATTEST


Yolanda Y. Vigil, City Clerk

File Date:

7-23-19

**AMENDMENT NO. 1
TO THE LEGAL SERVICES AGREEMENT
WITH SNELL & WILMER, LLP**

This Amendment No. 1 (the "Amendment") to the Legal Services Agreement, dated March 27, 2018, (the "Agreement"), between the Buckman Direct Diversion Board ("BDDDB") and Snell & Wilmer, P.A. ("Contractor") shall be effective as of the date when it is executed by the Board Chair.

RECITALS

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

B. Pursuant to Article 19 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 2 of the Agreement is amended to increase the amount of compensation by a total of One Million Five Hundred Thousand Dollars (\$1,500,000.00) plus applicable gross receipts tax, so that Article 2, paragraph A reads in its entirety as follows:

A. The BDDDB shall pay to Contractor in full payment for services, costs and fees incurred, a sum not to exceed One Million Seven Hundred Thousand Dollars (\$1,700,000.00), plus applicable gross receipts tax.

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.

BUCKMAN DIRECT DIVERSION BOARD

By: _____

Peter Ives, BDDDB Chair

Date: _____

6-7-18

CONTRACTOR:

Snell & Wilmer, LLP

Signature: _____

Name: Daniel R. Frost

Title: _____

Date: _____

Partner
6/26/18

APPROVED AS TO FORM

Nancy R. Long

NM Taxation & Revenue

CRS # 03-359454-00-6

City of Santa Fe Business

Registration# 18-00150945

APPROVED

City Finance Director

ATTEST

Yolanda Y. Vigil, City Clerk

File Date: _____

8-16-18

**BUCKMAN DIRECT DIVERSION BOARD
LEGAL SERVICES AGREEMENT
WITH SNELL & WILMER, LLP**

THIS AGREEMENT is made and entered into by and between the Buckman Direct Diversion Board ("BDDDB") and Snell & Wilmer, LLP ("Contractor"). The date of this Agreement shall be the date when it is executed by the Chair of the Board.

1. SCOPE OF SERVICES

Contractor shall perform the following under this agreement:

- Evaluation of the design-build and construction issues at the Buckman Direct Diversion Project ("BDD Project"), evaluation of the operative documents pertaining to the construction of the Project, retaining and/or working with experts regarding potential contractual, warranty, insurance and tort liability and damage issues, evaluation of case strength and advice regarding insurance and bonding;
- Attend BDDDB meetings, as needed, and relevant meetings of the Governing Body of the City, the Board of County Commissioners, and BDD Project staff meetings to provide legal advice and updates related to the BDD Project defects and legal proceedings;
- Brief BDD Project partners' officials and staff members, as directed by the BDDDB; and
- Represent the BDDDB in mediation and litigation proceedings related to design, inspection, manufacturing and construction issues. Although Contractor's services may involve communication with the Project partners, Contractor's sole client is the BDDDB.

2. STANDARD OF PERFORMANCE; LICENSES

A. Contractor must possess the personnel, experience and knowledge necessary to perform the Scope of Services described in this Agreement. Contractor must be licensed to practice law and must maintain such license throughout the term of this Agreement.

B. Contractor agrees to obtain and maintain throughout the term of this Agreement, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives and subcontractors.

3. COMPENSATION

A. The total compensation under this Agreement shall be Two-hundred Thousand Dollars (\$200,000.00) plus applicable New Mexico Gross Receipts Tax to be billed according to the fee schedule attached hereto as Exhibit A.

B. Contractor shall be responsible for making the payment of gross receipts taxes, if applicable, to the State of New Mexico on the sums paid under this Agreement.

C. Detailed invoices for services will be made on a monthly basis.

D. Payment to Contractor will be made within thirty (30) days after the date of billing.

4. APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the BDDDB for the performance of this Agreement. If sufficient appropriations and authorization are not made, this Agreement shall terminate upon written notice being given by the BDDDB to Contractor. The BDDDB's decision as to whether sufficient appropriations are available shall be accepted by Contractor and shall be final.

5. TERM AND EFFECTIVE DATE

This Agreement shall be effective when signed by the BDDDB's Chair and terminate on June 30, 2019. This Agreement may be extended in one (1) year increments by amendment to this Agreement in accordance with Paragraph 18, AMENDMENT, herein and contingent upon satisfactory performance and funding availability. In no event, however, shall the term of this Agreement, including any and all extensions, exceed four (4) years from the date of last signatory to this initial agreement.

6. TERMINATION

A. This Agreement may be terminated by the BDDB upon 10 days written notice to Contractor. In the event of such termination:

1. Contractor shall render a final report of the services performed up to the date of termination and shall turn over to the BDDB original copies of all work product, research or papers prepared under this Agreement.
2. If payment has not already been made, Contractor shall be paid for services rendered and expenses incurred through the date Contractor receives notice of such termination. If full payment has been made, Contractor agrees to prorate for work accomplished and refund all amounts earned.

7. STATUS OF CONTRACTOR; RESPONSIBILITY FOR PAYMENT OF EMPLOYEES AND SUBCONTRACTORS

A. Contractor and its subcontractors, agents and employees are independent contractors performing professional services for the BDDB and are not employees of the BDDB. Contractor, and its agents and employees, shall not accrue leave, retirement, insurance, bonding, use of BDDB vehicles, or any other benefits afforded to employees of the BDDB as a result of this Agreement.

B. Contractor shall be solely responsible for payment of wages, salaries and benefits to any and all employees or contractors retained by Contractor in the performance of the services under this Agreement. Contractor shall comply with the City of Santa Fe Minimum Wage Ordinance, Article 28-1-SFCC 1987, as well as any subsequent changes to such article throughout the term of this Agreement.

8. CONFIDENTIALITY

Any confidential information provided to or developed by Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by Contractor without the prior written approval of the BDDB.

9. CONFLICT OF INTEREST

Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. Contractor further agrees that in the performance of this Agreement no persons having any such interests shall be employed.

10. ASSIGNMENT; SUBCONTRACTING

Contractor shall not assign or transfer any rights, privileges, obligations or other interest under this Agreement, including any claims for money due, without the prior written consent of the BDDDB. Contractor shall not further subcontract any portion of the services to be performed under this Agreement (other than as contained in Contractor's proposal for services) without the prior written approval of the BDDDB.

11. RELEASE

Contractor, upon acceptance of final payment of the amount due under this Agreement, releases the BDDDB, the City of Santa Fe and Santa Fe County, Las Campanas Water and Sewer Cooperative and The Club at Las Campanas; their officers, officials and employees, from all liabilities, claims and obligations whatsoever arising from or under this Agreement. If not completed at the time of final payment, Contractor shall remain obligated to complete the Scope of Services and other obligations of this Agreement. Contractor agrees not to purport to bind the BDDDB to any obligation not assumed herein by the BDDDB unless Contractor has express written authority to do so, and then only within the strict limits of that authority.

12. INSURANCE

A. Contractor shall not begin the Professional Services required under this Agreement until it has: (i) obtained, and upon the BDDDB's request provided to the BDDDB,

insurance certificates reflecting evidence of all insurance required herein; however, the BDDDB reserves the right to request, and Contractor shall submit, copies of any policy upon reasonable request by the BDDDB; (ii) obtained BDDDB approval of each company or companies as required below; and (iii) confirmed that all policies contain the specific provisions required. Contractor's liabilities, including but not limited to Contractor's indemnity obligations, under this Agreement, shall not be deemed limited in any way to the insurance coverage required herein. Maintenance of specified insurance coverage is a material element of this Agreement and Contractor's failure to maintain or renew coverage or to provide evidence of renewal during the term of this Agreement may be treated as a material breach of Agreement by the BDDDB.

B. Further, Contractor shall not modify any policy or endorsement thereto which increases the BDDDB's exposure to loss for the duration of this Agreement.

C. **Types of Insurance.** At all times during the term of this Agreement, Contractor shall maintain insurance coverage as follows:

1. **Commercial General Liability.** Commercial General Liability (CGL)

Insurance must be written on an ISO Occurrence form or an equivalent form providing coverage at least as broad which shall cover liability arising from any and all bodily injury, personal injury or property damage providing the following minimum limits of liability. CGL limits may be satisfied through a combination of general CGL and excess/umbrella coverage.

General Annual Aggregate (other than Products/ Completed Operation)	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal Injury Limit	\$2,000,000
Each Occurrence	\$2,000,000

2. **Automobile Liability.** For all of Contractor's automobiles including owned, hired and non-owned automobiles, Contractor shall keep in full force and effect, automobile liability insurance providing coverage at least as broad for bodily injury and property damage with a combined single limit of not less than \$1 million per accident. An insurance certificate shall be submitted to the BDDDB that reflects coverage for any automobile [any auto].

3. **Professional Liability.** For Contractor and all of Contractor's employees who are to perform professional services under this Agreement, Contractor shall keep in full force and effect, Professional Liability insurance for any professional acts, errors or omissions. Such policy shall provide a limit of not less than \$2,000,000 per claim and \$2,000,000 annual aggregate. Contractor shall ensure both that: (i) the policy is in effect on or before the date of commencement of the first work performed under this Agreement; and (ii) the policy will be renewed on an annual basis through termination of this Agreement. If professional services rendered under this Agreement include work relating to environmental or pollution hazards, Contractors policy shall not contain exclusions for those activities.

4. **Workers' Compensation.** For all of Contractor's employees who are subject to this Agreement and to the extent required by any applicable state or federal law, Contractor shall keep in full force and effect, a Workers' Compensation policy & Employers Liability policy. That policy shall provide Employers Liability Limits as follows:

Bodily Injury by Accident	\$1,000,000	Each Accident
Bodily Injury by Disease	\$1,000,000	Each Employee

Contractor shall provide an endorsement that the insurer waives the right of subrogation against the BDDB, City of Santa Fe and Santa Fe County, Las Campanas Water and Sewer Cooperative and The Club at Las Campanas and their respective elected officials, officers, employees, agents, volunteers and representatives.

D. Cancellation. Except as provided for under New Mexico law, all policies of insurance required hereunder must provide that the BDDB is entitled to thirty (30) days prior written notice (10 days for cancellation due to non-payment of premium) of cancellation or non-renewal of the policy or policies as evidence by an endorsement to the policies which shall be attached to the certificates of insurance. Cancellation provisions in insurance certificates shall not contain the qualifying words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives." In the event Contractor's insurance carriers will not agree to this notice requirement, Contractor will provide written notice to the BDDB within four working days of Contractor's receipt of notice from its insurance carrier(s) of any cancellation, nonrenewal or material reduction of the required insurance.

E. Insurer Requirements. All general liability insurance required by express provision of this Agreement shall be carried only by responsible insurance companies that have rated "A-" and "V" or better by the AM. Best Key Rating Guide, that are authorized to do business in the State of New Mexico, and that have been approved by the BDDB. The BDDB will accept insurance provided by non-admitted, "surplus lines" carriers only if the carrier is authorized to do business in the State of New Mexico. Contractor's Professional Liability Insurance is rated by Fitch (proof of which will be provided upon request).

F. Deductibles. All deductibles or co-payments on any policy shall be the responsibility of Contractor.

G. Specific Provisions Required.

1. Each policy shall expressly provide, and an endorsement shall be submitted to the BDDDB, that the policy or policies providing coverage for Commercial General Liability must be endorsed to include as an Additional Insured, the BDDDB, the City of Santa Fe, Santa Fe County and their respective elected officials, officers, employees, agents, volunteers and representatives.

2. All policies required herein are primary and non-contributory to any insurance that may be carried by the BDDDB, the City of Santa Fe, Santa Fe County and their respective elected officials, officers, employees, agents, volunteers and representatives, as reflected in an endorsement which shall be submitted to the BDDDB.

a. Contractor agrees that for the time period defined above, there will be no changes or endorsements to the policy that increase the BDDDB's exposure to loss.

b. Before performing any Professional Services, Contractor shall provide the BDDDB with all Certificates of Insurance accompanied with all endorsements.

c. The BDDDB reserves the right, from time to time, to review Contractor's insurance coverage, limits, and deductible and self-insured retentions to determine if they are acceptable to the BDDDB. The BDDDB will reimburse Contractor for the cost of the additional premium for any coverage requested by the BDDDB in excess of that required by this Agreement without overhead, profit, or any other markup.

d. Contractor may obtain additional insurance not required by this Agreement.

13. INDEMNIFICATION

General Indemnification. To the greatest extent permitted by law, Contractor shall indemnify and hold harmless the BDDDB, the City of Santa Fe and Santa Fe County, and their respective elected officials, officers, employees, agents, volunteers and representatives from all losses, damages, claims or judgments, including payments of all attorneys' fees and costs on

account of any suit, judgment, execution, claim, action or demand whatsoever arising from Contractor's fault or negligence under this Agreement as well as the performance or non-performance of Contractor's employees and those directly under Contractor's control.

Indemnification for Professional Acts, Errors or Omissions. The General Indemnification shall apply only to professional acts, errors or omissions covered by Contractor's Professional Liability insurance.

Limitations. The terms of this General Indemnification shall not apply to the actions of any of Contractor's independent contractors, nor shall it apply to any claims relating to the fault or negligence of the BDDb, the City of Santa Fe or Santa Fe County.

14. NEW MEXICO TORT CLAIMS ACT

Any liability incurred by the BDDb in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, § 41-4-1, *et seq.*, as amended. The BDDb and their "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

15. THIRD PARTY BENEFICIARIES

By entering into this Agreement, the parties do not intend to create any right, title or interest in or for the benefit of any person other than the BDDb and Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third-party beneficiary of this Agreement.

16. RECORDS, DOCUMENT CONTROL AND AUDIT

A. Contractor shall conform with and participate in the Document Control policies of the BDDB or the City of Santa Fe. Contractor shall maintain, throughout the term of this Agreement and for a period of three years thereafter, all records that relate to the scope of services provided under this Agreement.

B. Detailed records that indicate the date, time and nature of services rendered shall also be retained for a period of three years after the term of this agreement expires. These records shall be subject to inspection by the City of Santa Fe, the Department of Finance and Administration, the State Auditor. The BDDB and the City of Santa Fe shall have the right to audit the billing both before and after payment to Contractor. Payment under this Agreement shall not foreclose the right of the BDDB or the City of Santa Fe to recover excessive or illegal payments.

17. APPLICABLE LAW; CHOICE OF LAW; VENUE

Contractor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the BDDB. In any action, suit or legal dispute arising from this Agreement, Contractor agrees that the laws of the State of New Mexico shall govern. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

18. AMENDMENT

This Agreement shall not be altered, changed or modified except by an amendment in writing executed by the parties hereto.

19. SCOPE OF AGREEMENT

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the services to be performed hereunder, and all such agreements, covenants and understandings have been merged into this Agreement. This Agreement expresses the entire Agreement and understanding between the parties with respect to said services. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

20. NON-DISCRIMINATION

During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of services by Contractor hereunder, on the basis of ethnicity, race, age, religion, creed, color, national origin, ancestry, sex, gender, sexual orientation, physical or mental disability, medical condition, or citizenship status.

21. SEVERABILITY

In case any one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

22. NOTICES

Any notices requests, demands, waivers and other communications given, as provided in this Agreement, will be in writing and will be deemed to have been given if delivered in person (including by Federal Express or other personal delivery service), or mailed by certified or registered mail, postage prepaid, and addressed to Seller or Buyer at the following addresses:

BBBD: Charles Vokes,
BDD Facilities Manager
341 Caja Del Rio Road
Santa Fe, NM 87506
Email: cmvokes@ci.santa-fe.nm.us

With a copy to: Nancy R. Long,
BDDB Independent Counsel
Long, Komer & Associates
P.O. Box 50968
Santa Fe, NM 87502-5098
Email: nancy@longkomer.com

CONTRACTOR: Snell & Wilmer, LLP
Daniel R. Frost
1200 Seventeenth Street, Suite 1900
Denver, CO 80202-5854
dfrost@swlaw.com

Any such notice sent by registered or certified mail, return receipt, shall be deemed to have been duly given and received seventy-two (72) hours after the same is so addressed and mailed with postage prepaid. Notice sent by recognized overnight delivery service shall be effective only upon actual receipt thereof at the office of the addressee set forth above, and any such notice delivered at a time outside of normal business hours shall be deemed effective at the opening of business on the next business day. Notice sent by facsimile or email shall be effective only upon actual receipt of the original unless written confirmation is sent by the recipient of the facsimile or email stating that the notice has been received, in which case the notice shall be deemed effective as to the date specified in the confirmation. Any party may change its address for purposes of this paragraph by giving notice to the other party as herein provided. Delivery of any copies as provided herein shall not constitute delivery of notice hereunder.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

BUCKMAN DIRECT DIVERSION BOARD

CONTRACTOR:
Snell & Wilmer, LLP

By: [Signature]
Henry Roybal, BDDDB Chair

Date: 3/27/18

Signature: [Signature] See Attached

Name: Daniel R. Frost

Title: Partner

Date: March 13, 2018

ATTEST

[Signature]
Geraldine Salazar, County Clerk

NM Taxation & Revenue
CRS # 03-359454-00-6

City of Santa Fe Business
Registration# 18-00150945

APPROVED AS TO FORM

[Signature]
Nancy R. Long

APPROVED

[Signature] 4.13.18
Adam K. Johnson, City Finance Director

ATTEST

[Signature]
Yolanda Y. Vigil, City Clerk

File Date: 4-19-18

BUCKMAN DIRECT DIVERSION BOARD

By: _____
Henry Roybal, BDDB Chair

Date: _____

ATTEST

Geraldine Salazar, County Clerk

APPROVED AS TO FORM

Nancy R. Long

APPROVED

Adam K. Johnson, City Finance Director

ATTEST

Yolanda Y. Vigil, City Clerk

File Date: _____

CONTRACTOR:
Snell & Wilmer, LLP

Signature: _____

Name: Daniel R. Frost

Title: _____

Date: _____

NM Taxation & Revenue
CRS # 03-359454-00-6

City of Santa Fe Business
Registration# 18-00150945

Exhibit A

Schedule of Hourly Rates and Costs

Hourly Rates

The firm will offer the BDDb a discount from its published hourly rates, resulting in the following actual rates:

Dan Frost	\$490
Ellie Lockwood	\$365
Mike Lindsay	\$475
Krystle Wagner	\$215

The firm will agree to keep these discounted rates in effect through the end of December 2019. We will also consider discussing blended rates or other alternative fee arrangements, if desired by the BDDb.

Costs

The firm will not charge for phone calls of any type or routine copying or scanning costs. We will not bill for computerized research or secretarial overtime. We may, however, forward to BDDb large disbursement billings for direct payment to the vendor. We agree to comply with The City of Santa Fe Living Wage Ordinance to the extent applicable.

Management of Costs and Budgeting

At Snell & Wilmer, value is our primary objective. We will make certain at all times that our work for you is being staffed appropriately and handled at the right level of experience and billing rate. Our team is from the Denver office, but we propose to conduct and manage a large part of this engagement from our Albuquerque office. Therefore, we will not charge travel time or travel expense for travel to or from our New Mexico office or the BDDb office. Nor will we bill time for other travel. We will, however, bill for out-of-pocket travel expenses beyond our New Mexico office or the BDDb office.

Memorandum



Buckman Direct Diversion

Date: May 19, 2020

To: Buckman Direct Diversion Board

From: Rick Carpenter, BDD Facilities Manager
Jesse Roach, City of Santa Water Division Director

Subject: Effects on BDD Operations and Budget

ITEM AND ISSUE:

Effects of the COVID-19 Pandemic on BDD Operations and Budget.

BACKGROUND AND SUMMARY:

Per the Project Management and Fiscal Services Agreement (PMFSA), the City of Santa Fe, as fiscal agent, shall provide all necessary staff, materials, and supplies necessary to operate and maintain the BDD Project consistent with Board funding. All BDD staff shall be employees of the City of Santa Fe.

The effects of the ongoing public health crisis have caused a budget deficit within the City of Santa Fe. Due to this financial crisis the Governing Body of the City approved a furlough plan that affects all City employees.

DISCUSSION:

The Buckman Direct Diversion staff has been classified as essential workers therefore each employee has received the minimum furlough of eight hours per pay period. Overtime will not be allowed without prior approval and only in a case of absolute necessity.

The BDD is fully staffed and therefore these changes will not affect the service level that the BDD provides to its partners and the BDD Board. The budget savings from the furlough plan will remain with the partners, through the reduction of billings for reimbursement of actual expenditures per the allocation guidelines of the Facility Operations and Procedures Agreement (FOPA).

POSSIBLE ACTION:

The City of Santa Fe, as fiscal agent, recommends approval of the City's furlough plan as it pertains to the budgetary impacts to the Buckman Direction Diversion.

Attachments: Water Operator Memo and Schedule





May 15, 2020

Dear Canyon Road and Buckman Direct Diversion Water Treatment Plant Operators,

As you all know, the City of Santa Fe has implemented a temporary furlough of 8 hours per pay period for all Water Division employees. Following this direction, your normal shift schedule of 84 hours per pay period (36 hours in one week, followed by 48 hours the next) was adjusted to a furlough schedule of 76 hours per pay period with not more than 40 hours in any week.

This initial 8 hour furlough schedule reduced 8 hours of actual time worked, but effectively removed 12 hours of paid time because all 8 hours removed were overtime hours paid at time and a half. While scheduled overtime is not guaranteed to any employees, the Water Division recognizes that scheduled overtime has become the normal for our operators, and we would like to adjust the Water Operator furlough schedule to 78 hours per pay period. Reduction in paid hours from 88 to 78 results in the same impact to paid hours that would occur if the 36/48 operator schedule was reduced by 4 work hours per week to a 32/44 operator schedule.

Your supervisor will work with you to schedule your 39 hours, and they have been asked to provide the option for you to do training or be in the operations room virtually for up to 3 hours per week so that you do not need to travel to the treatment plant for more than 3 shifts per week if you continue to work 12 hours shifts.

Water Division would like to initiate this updated furlough schedule at the beginning of a pay period, and at this time there is not union agreement to this proposed schedule change, so seven days of advance notice is being provided. This schedule change will become effective on Saturday May 30th, 2020. Please feel free to contact me with questions or concerns.

Sincerely,

Jesse Roach

Water Division Director

jdroach@santafenm.gov

(505) 955-4309

[illegible]

WEEK 1 DAY

WEEK 1 NIGHTWEEK 2 DAYWEEK 2 NIGHT[illegible]