

**MINUTES OF THE
THE CITY OF SANTA FE & SANTA FE COUNTY
BUCKMAN DIRECT DIVERSION BOARD MEETING**

December 6, 2012

This meeting of the Santa Fe County/City Buckman Direct Diversion Board meeting was called to order by Chris Calvert, Chair, at 4:05 p.m. in the Santa Fe County Chambers, 102 Grant Avenue, Santa Fe, New Mexico.

Roll was called and the following members were present:

BDD Board Members Present:

- Councilor Chris Calvert, Chair
- Ms. Consuelo Bokum
- Councilor Carmichael Dominguez
- Commissioner Kathy Holian
- Commissioner Liz Stefanics

Member(s) Excused:

None

BDD Support Staff Present:

- Erika Schwender, Acting Facility Manager
- Nancy Long, BDD Board Consulting Attorney
- Rick Carpenter, Project Manager
- Steve Ross, County Attorney
- Marcos Martinez, City Attorney
- Stephanie Lopez, Staff Liaison
- Rick Carpenter, Water Resource and Conservation Manager
- Teresa Martinez, County Finance Director
- Adam Leigland, County Public Works
- Brian Shelton, Business Administrator & Fiscal Manager
- Brian Snyder, City Public Utilities
- Adam Leigland, County Public Works Director
- Pego Guerrerortiz, County Utilities Director

- Gary Durrant, BDD staff
- Shannon Jones, BDD Staff
- Mel Morgan, City Finance

[Exhibit 1: Sign-in Sheet]

3. APPROVAL OF AGENDA

[Exhibit 2: Agenda]

CHAIR CALVERT: Does staff have any changes to the agenda?

ERIKA SCHWENDER (Acting Facility Manager): Chairman Calvert, yes, we would like to propose two changes to the agenda. One is regarding item 7. We actually accidentally listed that item on the agenda. What we propose is that we only address the Fiscal Committee report to be included in our budget presentation and discussion since they're directly tailored to the same subject. And so we propose to move #7 to be included in agenda item #11.

CHAIR CALVERT: Okay. Any other changes?

MS. SCHWENDER: The second change would be agenda item #10 which is discussion and request to change the FSAC meeting date for January and I think the change of that meeting is depending on the discussion outcome of item #11, so maybe it would be more appropriate to have discussion item #10 after agenda item #11.

CHAIR CALVERT: Okay.

MS. SCHWENDER: Those are all the changes we would –

CHAIR CALVERT: Okay. Board?

COMMISSIONER STEFANICS: I'll move the amended agenda.

COMMISSIONER HOLIAN: I'll second.

CHAIR CALVERT: Okay. Any further discussion?

The motion passed by unanimous [5-0] voice vote.

4. APPROVAL OF CONSENT AGENDA

CHAIR CALVERT: Any changes from staff? There's only one item.

MS. SCHWENDER: Chairman Calvert, there are no changes to the Consent Agenda.

CHAIR CALVERT: Okay.

COMMISSIONER STEFANICS: I'll move approval of the Consent.

COMMISSIONER HOLIAN: I'll second.

CHAIR CALVERT: Okay. Any further discussion?

The motion passed by unanimous [5-0] voice vote.

5. APPROVAL OF MINUTES: November 1, 2012

CHAIR CALVERT: Any corrections or changes from staff on that?

COMMISSIONER HOLIAN: Mr. Chair, I move for approval of the minutes.

COMMISSIONER STEFANICS: I'll second.

CHAIR CALVERT: Okay. Any further discussion?

The motion passed by unanimous [5-0] voice vote.

6. MATTERS FROM STAFF

MS. SCHWENDER: Chairman Calvert, members of the Board, we would just like to provide you a brief update on the recruitment process currently taking place at the BDD. We finished the testing period for the two BDD and one AWT operator that we had open. We anticipate to receive a list of eligible candidates by the end of the week and hope to schedule interviews for those positions in the next week.

The schedule planner position has been filled and the candidate will start working for the BDD next week on the 10th. Unfortunately the safety officer and training coordinator position will have to be reposted and actually has been posted again. We this time also included several nationwide professional job boards that are particularly of interest to safety-oriented professionals and hopefully we will get a greater response to those postings.

CHAIR CALVERT: Okay.

MS. SCHWENDER: And that would conclude my –

CHAIR CALVERT: Okay. Does the Board have any questions? Okay.

Thank you.

CONSENT AGENDA

8. Update and Discussion of BDD Operations

DISCUSSION AND ACTION ITEMS

9. Discussion and Possible Action on Recruitment of a BDDB Public Relations Information Specialist

MS. SCHWENDER: Chairman Calvert, members of the Board, I had the opportunity to meet with Commissioner Mayfield and Board Member Bokum and discussed the possibilities of a professional public information specialist and services that would be beneficial to the operation of the BDD and the BDD Board. It is my understanding that based on our discussion both Board members were very much in favor of recruiting such a position. In addition we concluded that possibly this position should actually entail a combination of public education and outreach as well as public information services.

Based on that evaluation it was found that there would be enough job requirement and tasks in that job description to warrant a full-time position. We then moved forward and researched various job descriptions for those or similar positions here in the area. I consulted the Santa Fe County, the City of Santa Fe and Albuquerque/Bernalillo Water Utilities Authority, reviewed their job descriptions for those type of positions and listed the salary ranges for those positions in my memo.

The majority of positions currently in place for those organizations include a higher level possibly of position because they also include supervisory and management responsibilities which we would like to bring back to the Board and would encourage some discussion to see which level of profession and job description you would like to move forward and we then eventually would present you with a job description that we would develop. I could answer any questions.

CHAIR CALVERT: Okay. Well, I guess – so what are you proposing in terms of how that unfolds. In other words, we have it here on for discussion and possible action but I'm sensing that you don't think it's ripe for a decision and how would we get it to that point?

MS. SCHWENDER: I was leaving this issue open because at this point I only have information based on Commissioner Mayfield and Board Member Bokum and I think it would be good and beneficial to get some input from the remaining Board members to see how they feel based on my summary in the memo. If these are the tasks that you would like to see addressed in that type of position and if you feel comfortable with that or you would like for the subcommittee to rejoin and approve and confirm what we have developed so far then we would move forward in the job description development.

COMMISSIONER STEFANICS: Mr. Chair.

CHAIR CALVERT: Yes.

COMMISSIONER STEFANICS: Thank you very much to the subcommittee for working with this. Based upon what Ms. Schwender said and the chair, what recommendation are you all making, in terms of the level of position and full time versus part time? I think I would go along with the recommendation but I'd like to hear more from you.

BOARD MEMBER BOKUM: I would say this reflects what we were hoping for.

COMMISSIONER STEFANICS: But full time? Part time?

BOARD MEMBER BOKUM: Full time.

COMMISSIONER STEFANICS: And she's offering two levels of positions.

BOARD MEMBER BOKUM: Well, it's one position that has basically two functions that are sometimes separated. Which she referred to.

CHAIR CALVERT: Education and information officer.

BOARD MEMBER BOKUM: Right.

CHAIR CALVERT: I think that, if I may, the distinction I guess I heard was being asked for is do we think – or maybe as a factor in some of these positions that we were trying to compare it to is that in some agencies the person had some management responsibilities but I don't see that necessarily in this position. But correct me if I'm wrong. It's pretty much going to be a one-person shop and responsibility reporting to the Manager. Is that not correct?

MS. SCHWENDER: That is correct, Chairman Calvert. The only thought I would like to share with you is I would be hesitant to treat this as a lower end position because the Buckman Direct Diversion is a high-profile organization, has to deal at times with controversial information exchange and I think it would be advised to recruit a position that has senior level experience. While certificates and degrees provide a base information and background for those type of activities I think it would be very important for us to recruit a person that has background information in dealing with those type of issues and – but not necessarily management requirement.

CHAIR CALVERT: Okay. And you have those – are those not listed on the third page of the memo? Sort of the requirements that we're looking for in the position. So I understand that it might take some time to actually come up with the – not

a whole lot of time but some time to come up – since this is a new position we have to come up with a job description and the salary range, but in terms of whether the Board – I guess whether the Board is supportive of what they see in front of them, do we need another meeting or another process or does the Board have enough information in front of them to direct staff to move forward with that process and to include it in the budget for next year? Yes.

COMMISSIONER STEFANICS: Well, Mr. Chair, I totally support what's here but the only recommendation I would have is to – if the subcommittee believes that experience in water treatment and our public utilities is preferred that that be emphasized a little bit, because I was reading through here and it's the very last sentence versus earlier. And it would seem to me that this is a technical topic that with information, let alone controversy that we need somebody that has some experience in water or chemistry. But I'm totally supportive of what the subcommittee has come up with.

CHAIR CALVERT: Yes.

COMMISSIONER HOLIAN: Mr. Chair, I'm totally supportive also. I think I feel comfortable with just moving forward. I think it's really important that it be a full-time position and that also the person has a technical capability, and so I would see that the higher end of the salary range would be good, as far as I'm concerned. And I'm perfectly comfortable with adding it to our budget and moving forward.

CHAIR CALVERT: Okay. Councilor Dominguez.

COUNCILOR DOMINGUEZ: I guess just a question, Mr. Chair, if I may. So when I look at the memo it talks about the fact that there wasn't this funding included in the 12/13 budget but is going to be incorporated in the 13/14 budget. Are we looking at hiring this person and doing a BAR for this fiscal year or are going to – is the intention to bring them on for the next fiscal year? I think that's the first thing we need to know.

CHAIR CALVERT: Timing-wise.

MS. SCHWENDER: Chairman Calvert, Councilor Dominguez, there's a very good question and talking to our financial manager I have learned that we would have, due to the vacancy that we have experienced in the beginning of this fiscal year we would have the funding available to recruit this type of position during the fiscal year 12/13, and it is just a matter of time of developing the job description and the recruitment process and this being December it is very likely, if we would move forward, that it probably would not materialize until springtime.

CHAIR CALVERT: Well, which would be before end of the budget year. So your point's well taken, Councilor. I think what I'm hearing and this Board, correct me if I'm wrong, if we have the vacancy savings, if you will, in our current budget I certainly would be willing to start the position as soon as we could find the person – go through the process and find the person. And so we would have – we could cover the cost with vacancy savings for this current budget year and then incorporate it into the next budget year as part of the budget. Does that sound –

COUNCILOR DOMINGUEZ: I have no problems with that. I guess I just had one other question. Just for the sake of fiduciary obligations. In terms of staffing and every other technical position that exists we have enough positions for the full operation. Maybe not filled but we have enough positions for the full operation of the BDD. In other words, we're not shortchanging –

MS. SCHWENDER: That is an interesting thought. I'm pleased to tell you that we're funded adequately and for the positions that are currently in place. We just have a lag time in the recruitment because the recruitment process is very time consuming. Now that you're bringing that up I would like to just briefly mention, and you have probably noticed in the budget proposal that we are anticipating that we would like to bring forward our request to actually reclassify one AWT operator that has been on the books from the beginning of the BDD's operation but the position has never been filled. We would like to propose at a later point, but we are contemplating bringing that forward to the Board, to move that position in the environmental department to actually cover water rights accounting and management and other environmental assisting tasks that are currently either covered by the City of Santa Fe or are not necessarily addressed in a timely manner.

COUNCILOR DOMINGUEZ: So we're not anticipating any expansion in the future? The near future, positions?

CHAIR CALVERT: Well, other than what's in the proposed budget.

COUNCILOR DOMINGUEZ: Right.

MS. SCHWENDER: That is correct.

COUNCILOR DOMINGUEZ: Okay. That's all I have.

CHAIR CALVERT: Okay. So given that discussion would somebody care to venture a motion on this if they think it's appropriate?

COMMISSIONER STEFANICS: Mr. Chair, I would move that we empower the staff to move ahead in developing the position description and advertising for the position this year.

COMMISSIONER HOLIAN: Second.

CHAIR CALVERT: All right.

BOARD MEMBER BOKUM: Mr. Chair.

CHAIR CALVERT: Yes.

BOARD MEMBER BOKUM: And that it would be – that the position be filled this year.

COMMISSIONER STEFANICS: Yes. I said within this year.

CHAIR CALVERT: Okay. Is there any further discussion on this topic?

The motion passed by unanimous [5-0] voice vote.

DISCUSSION ITEMS

11. Proposed FY 2013/2014 BDD Operations Budget

A. Presentation of the Proposed FY 2013/2014 BDD Operation and Maintenance Budget

MS. SCHWENDER: Chairman Calvert, members of the Board, I'm pleased to present our proposed draft budget for the BDD for fiscal year 2013/2014. You have all received a very lengthy document and a very lengthy presentation. I would like to summarize the information presented to you in the Board memo and inform you on some of the updates that have occurred since this memo has been generated.

First of all I would like to emphasize the differences in the development of this budget compared to previous years. The BDD is a new operation and we are still

collecting a lot of information based on history, based on changes in operation, based on policy changes, expiration of contracts and previous budgets that have been developed, actual expenditures that have been by now finalized for fiscal year 11/12, and we have taken all those considerations and used them in addition with models that have been provided to the BDD staff by the contractors then generated basically hybrid between known information based on history and models that we have been provided with by the contractor.

It is very much our intention to close the gap between the proposed budget and approved budget and actual expenditures. However, we also would like to keep in mind that changes have taken place between 2011/12 fiscal year and the proposed budget for fiscal year 2013/14. It is important for us to consider that the first year of operation was covered by many circumstances that would not be applying to fiscal year 13/14. Many supplies have been provided by the contractors, many professional services have been provided by the contractors, chemicals have been stocked up by the contractors before we took over ownership. We have also in this proposed budget included two more full-time employees and there are a few one-time expenditures that we would like to include in 13/14 to improve the operation of the BDD, one being a tank mixing mechanism and monitoring system that we would like to implement in the finished water tank. While it was possible for us to operate as it has been designed and built it would be more efficient and water quality data of the finished water data would be much faster available to operations so changes can be taking place much faster.

Another one-time expenditure that we would like to address is several software systems that have been provided to BDD staff are really not providing adequate reporting, data management, and data storage capabilities and so we are proposing in this budget also to put water data management system and laboratory information management systems. So as a summary, I would like to emphasize that there are big changes between the actual expenditures we experience in 11/12 and what we anticipate in 13/14.

Nevertheless, during the development of this budget we took a very collaborative approach. We met with our partners several times, discussed our proposals, suggestions from the partners, and tried to find new avenues and consider the needs of each partner's budget and availability. So we at this point, we would like to discuss the draft proposal but we would also like to mention to you that we are still in an active mode of discussing where this budget will be going in the future. We still have several possibilities regarding reducing funding, changing funding and different approaches. It is very much the BDD's approach and hope to bring everybody to consensus and address everybody's needs.

Going into detail, if you would like me to, I can point a few key changes or differences that are up to discussion and that are substantiating our approach to this budget. For the BDD, as I mentioned already, it was very important to consider that during the first year of operation we received inventory supplies and services from contractors that we will now be covering during fiscal year 13/14. There are the one-time expenditures I had mentioned earlier and we have operational changes that we anticipate due to policy changes to accommodate Las Campanas, for example, during the summer months.

Some of the line items, some of the costs that we included in line items undoubtedly include contingencies, because the operation of the BDD is dependent on a

lot of variables that we cannot clearly predict. We do not know what the water quality will be next year. We may receive snow. We may have a cool spring and a slow snow melt, which means a long period of impaired water quality, rather than a really high quality water as we experienced during the last two years because we really didn't have snowfall and snow melt.

So a large portion of our predictions is based on this unclear, undefined variable that we have to include in contingency. The same applies somewhat to contract negotiations that will be coming up in the upcoming fiscal year. We anticipate certain increases in those contracts but the concrete numbers are not defined, so again, we have a contingency that we built in the line item and some of the discussions that are currently taking place between the County and the BDD and the other partners are maybe the possibility of establishing contingency funds.

We are also experiencing permitting changes. The NPDES permit for example will be expiring next year and we will have to negotiate a new permit. Without really having the final permit in place we felt it was necessary to at a minimum fall back to the original monitoring conditions that came with our original NPDES permit. Information systems, for example as I mentioned earlier has various data management systems that we would like to implement that have not previously been in place and we feel strongly about their necessity for a adequate operation of the BDD.

The itemized changes that we would like to point out, that we are experiencing in the proposed fiscal year 2013/14 are listed on page 11 and 12, and again I believe again on pages 52 and 53. I would be happy to go into detail and answer any questions. I also have support staff here from operations and maintenance if you have detailed questions regarding any of those items.

CHAIR CALVERT: Maybe I'm missing it, but where are the page numbers?

MS. SCHWENDER: In the actual budget proposal.

CHAIR CALVERT: Okay. Not in the flip chart part. I got it. Okay. So I think, Ms. Schwender, I think it would be helpful if you sort of walk us through some of this in order because I think we've been trying to follow your presentation but we've been flipping through the pages trying to tack with you and we're not necessarily. Yes.

COMMISSIONER STEFANICS: Ms. Schwender, so as you continue talking I'll like for you to address the major repair and replacement fund because I'm just concerned it might be a little low from the summary pages' beginning. So when you go through the rest you might talk about that.

MS. SCHWENDER: The major repair and replacement fund as well as the emergency funds have been established by percentage calculations, if I'm not correct, Brian, could you maybe elaborate on that for a second?

BRIAN SHELTON (Financial Manager): Hi there. The repair and replacement fund, I'm looking at page 7 of the budget document and we include \$167,000 in the year ending June 30, 2012. We're set to accrue \$411,000 this fiscal year and another \$240,000 next fiscal year to get to a target, the target would be \$822,000, approximately.

CHAIR CALVERT: So, what's included in this year's budget is simply a reflection of what we need left to get to that target.

MR. SHELTON: Exactly.

CHAIR CALVERT: And that's true of the other fund as well?

MR. SHELTON: Exactly. We'll get to \$2 million with the emergency reserve fund by the end of fiscal FY13/14.

CHAIR CALVERT: There's two of those additional funds. One's the emergency reserve fund and the repair and replacement. Okay. Thank you.

MS. SCHWENDER: So walking you through the budget proposal I was charged that each part of the actual budget proposal – on page 5 you will see a summary of the actual expenditures that we anticipate and the proportional proportions for each partner. So for the proposed budget the total is 7,576,372 which would bring the shares to each partner to, for the City of Santa Fe the fixed costs 4,055,864 and variable costs of 1,583,789. For the County it would be 1,328,022 for fixed costs and for variable costs 254,849. For Las Campanas the portions would be 234,919 for fixed costs and 118,929 for variables.

The table below would then identify to you a breakdown into categories that would make up the fixed and variable portions. On page 7, as Brian already pointed out, we're describing a summary of revised budgets, actual budgets – expenditures experience for fiscal year 11/12, the adopted budget for the current year as well as the proposed budget for fiscal year 2013/14. The fifth column that you the see is our approach of addressing contingencies that we would feel would be necessary to point out to our board members may be encountered if water quality in the river would be impaired for longer times than we anticipate on our model. The number that we propose, the 7,576,372 does not include the 84,625 so this budget proposal does not include a request for contingencies as it is prepared for this presentation.

Some major changes as I mentioned that cause an increase in budget request are listed on the following pages. On page 9 for example you can see a description of the water quality, the water delivered for fiscal year 11/12 and the projected water call for fiscal year 13/14. As you can see, during fiscal year 11/12 we actually delivered 21 percent less water than is being called for for the proposed fiscal year.

On page 10, expenses compared based on electric cost per 1,000 gallon, we would like to express to you that the actual expenses that we observed during fiscal year 11/12 were 58 cents per 1,000 gallons of finished water. The budget as it is proposed in this document would come to a cost of 59 cents per 1,000 gallons of finished water. So the importance in that is to realize that fixed costs portion per 1,000 gallons will decrease but the variable costs per 1,000 gallons will vary. And the overall budget reflects an increase in some line items the cost associated with a 21 percent increase in the water call whereas other items are not impacted at the same rate. We did not apply a flat across every line item 21 percent increase.

Moving to page 11, we depicted several major changes in the budget from the actual expenses of fiscal year 2011/12 and the line items or projects that caused those increases are separated by actually programs of the BDD. Operations has various increases anticipated as mentioned here; increase in electric power, increase in solid landfill tipping fees and it is also necessary for BDD operations per permit and compliance with the Safe Drinking Water Act to engage in second source calibration and maintenance of monitoring equipment within the treatment facility. This program is a new program that was not previously included in the budget. We also anticipate an

increase in necessary parts and supplies for operations due to the change in coverall from 100 percent coverage by BDD's operation versus partial coverage by the contractor.

As mentioned earlier, we are also anticipating and would like to get your approval to install a mixing and monitoring system at the finished water tank which would be a onetime expense of roughly \$70,000. And one important point we would also like to explain to the Board is the overtime budget of the BDD operation. The way operations is staffed we are operating on a 12-hour schedule for the water treatment plant operators. We have schedules set up so each operator works 36 hours in one week and 48 hours in the next week. We are working in a two-week schedule that repeats every two weeks. So during weeks of the 36-hour work schedule there is no overtime but every other week automatically includes 8 hours of overtime that we are included in our budget – calculating that out to one year that is a significant amount of money. The set up of work schedule is very common and covers – and allows for the coverage of all shifts and regular scheduling of operators and staffing. Additional operator overtime is calculated to cover holidays and sick leave and annual leave. We have currently 16 operators on staff. Each of them accrues three weeks of leave per year per annual leave and those times need to be covered so again there is a great potential to accrue overtime that we need to budget for in advance. And the third type of overtime that we on a regular basis deal with is vacancies occur, during those vacancies we are short staffed and we have to calculate in that those times would have to be covered as well.

Under operations we also are required to engage in professional tank inspections services which we would like to include in next year's fiscal year budget. And another relatively small item but significant for the operation is we would like to purchase the American Water Works Association Standards for Water Treatment as a library and background references.

Moving on to maintenance, most of these items you will see are covering really services that we will from now on be taking over and have to cover supplies and professional services so the first item that you see is facilities' equipment roll off of warranty coverage and we anticipate professional services that we would engage in. For example, while we are able and have staffing to pull a pump out of one of our lift stations, those pumps are rather large and heavy and it would require crane services. We do not have crane services. And we do not require crane services often enough to justify the expense of having crane operators and that type of equipment in our inventory so we need to calculate in professional services to address those type of activities, just as one example. So the 235,000 that you see listed here is a summary of many expenses that we anticipate coming towards us and need to be covered. The mechanical contractor for emergency repairs is actual the contract that was addressed during the last Board meeting. We anticipate that most of the services would be actually provided by BDD staff but in emergency services and specialty services like, again, an emergency crane service or professional types of otherwise, that is the contract that we approved during the last meeting but it would be renewed for every fiscal year.

We also are required by our Office of State Engineer water rights permit to get outside certification of our flow meters on an annual basis. So you see \$18,000 included in this budget for this type of activity. And grounds keeping and landscaping has not previously been completely covered by the BDD budget. It was supplemented by the contractor and we now are moving over to taking on those type of activities completely.

Equipment and machinery: to fix the [inaudible] that is a piece of equipment for maintenance that will enable maintenance to do a more adequate job in maintaining valves that we have currently in place and therefore not fall back on professional services on a regular basis. I'm sorry if I have to kind of summarize it on a high level on some of those items but if you have specialized questions, Shannon is available to go into more detail on the maintenance items. And, similarly the item under maintenance for 20,500 on page 11, is the last item, Shannon will be more than happy to go into more detail on that. It has to do with our sediment separator in our lift stations.

CHAIR CALVERT: Okay, and then the significant one on the next page, certainly Board members are free to ask on any of these but obviously we've got the ones down in regulatory compliance which has to do with the FTE that we're proposing as well as down in Accounting and Budget another new position and also in regulatory compliance the 85,000 increased to the contract for aquatic engine work is a regulatory requirement. So those are the bigger items that we have to accommodate for this coming year in those areas, right?

MS. SCHWENDER: That's correct.

CHAIR CALVERT: Does anybody have any particular ones that they wanted to get information on detail on? Okay.

MS. SCHWENDER: As a summary just to explain to you the differences the total 2013/14 budget increases compared to 11/12 are 1,735,477.

CHAIR CALVERT: Okay, however, this budget proposal is – where is that chart, at the beginning, is if I'm reading this chart correct, is actually less than the proposed 2011/12. It's more than the 2011/12 actual but it's also less than last year's adopted budget.

MS. SCHWENDER: That is absolutely correct, Chairman Calvert. We actually were able to reduce our budget for 13/14 by 880,000 compared to the budget that you approved for fiscal year 2012/13.

CHAIR CALVERT: Okay and that's with these adds of positions and some of these extra expenses that we're taking on as well, right?

MS. SCHWENDER: That is correct. The overall changes between 11/12 and the proposed budget include changes in contract as mentioned as well as the fulltime employees and actually the budget that we proposed and you approved for 12/13 included one additional fulltime employee and now we're proposing a second one for 13/14.

CHAIR CALVERT: Okay.

COMMISSIONER STEFANICS: I'd like to go back a minute.

CHAIR CALVERT: Sure.

COMMISSIONER STEFANICS: Did the increase, I'm on page 11, after operations, the increase for electric power requirements is that going to allow for any peak pumping, peak period pumping?

MS. SCHWENDER: Commissioner Stefanics, yes we evaluated pumping requirements and agreements with the power company for us to actually utilize x number of hours on-peak power and we shifted our pumping times and on-peak pumping times primarily to the summer time and therefore, we included additional on-peak pumping based on what we evaluated on the last year's water quality availability during the monsoon season and trying to accommodate the BDD staying online during the entire year instead of shutting down during monsoon season for an extended time and then

modeled a combination between on peak and off peak based on that time evaluation from the last two years.

COMMISSIONER STEFANICS: Right, I saw your chart about that but I'm asking on this page if that's the 4.4 percent increase on page 11 the first line?

MS. SCHWENDER: That is included in that.

COMMISSIONER STEFANICS: And that would cover all of that on peak – okay, that's great.

CHAIR CALVERT: Well, let me ask a question on that because I think on page 7 you talked about a possible contingency and I think the answer you got is correct as far as it goes but I think on page 7 there's also some contingency, which I think is for electricity and chemicals, if I'm correct, at 84,000 which would be even more peak pumping due to unforeseen circumstances so it's building in an extra amount if we so choose to do that.

I think that staff has done a good job of looking at our requirements under our current contract with PNM and shifting the minimum peak that we are required to use and shifting that to when we think we'll have to do that the most in the summertime but there still might be some other possibilities given, you know, fire, drought, plague and pestilence whatever, that we might still have to do in excess and that's why that other 84 is listed there just in case.

COMMISSIONER HOLIAN: Mr. Chair. Does the cost for the electric power requirements does that also include the contributions from the solar panels that are proposed?

MS. SCHWENDER: Yes, our model includes expenses based on our expenditures and what we have experienced and based on what we have in place at this point.

CHAIR CALVERT: But I guess –

COMMISSIONER HOLIAN: On that point, I was under the impression that we have a grant for putting in more solar panels although I don't know whether they'll actually be installed next year. And so I'm just wondering whether they will be installed and whether this has been factored into that?

MS. SCHWENDER: At this point we are anticipating that we are moving forward with the building of the second solar plan and I would have to defer to Brian on the calculation for the power.

CHAIR CALVERT: On that point, I think in terms of time frame I think as we discussed it with Fiscal Service Audit Committee that a, I don't know if it's optimistic and I don't want to throw in that word if it's not correct, but you know a timeframe that we're looking for that to be installed and completed it would be around the beginning of the next fiscal year so I don't know if that's been factored in or we're just being conservative and relying on the fact that we're not positive of that. Go ahead.

MR. SHELTON: Chairman, the solar power calculation has not been factored in for the additional array at DSQA so it's the current one at the water treatment plant that we've used. And we expect that to be flat, no change.

CHAIR CALVERT: Right on that one but the newer one and in answer to Commissioner Holian's question, the answer is basically, no, we haven't factored in the proposed one but if things go according to plan my understanding is that it would be basically operational about the beginning of this next fiscal year, right?

MR. SHELTON: I don't know about the project timing; is that true?

Yeah, okay.

MS. SCHWENDER: That's what they're hoping.

COMMISSIONER STEFANICS: On this point. I do think that we need to be conservative and not plan for the savings until we actually have the savings.

CHAIR CALVERT: That's fine. We're just telling you the time frame.

COMMISSIONER STEFANICS: Right, and so it would be great if we have the saving and everything goes according to plan but we don't want to short change ourselves either in terms of the budget process.

CHAIR CALVERT: That's fine. I was just trying to answer Commissioner Holian's question so the answer was no I think.

COMMISSIONER HOLIAN: Yeah, I was just curious about it. I wasn't suggesting that we should factor it in.

MS. SCHWENDER: That was a very good question and I think it is good that we clarify that and I also would like to expand a little bit on Commissioner Stefanics' comment on conservative budgeting especially for power. If we are not guaranteed to have that power plant should we have over budgeted? The beauty of our new policy that is in place as of the last Board meeting, we will have closer reconciliations on a monthly basis and quarterly updates and reimbursements of the access or the [inaudible] between the pre-bill and the actual expenditures. So while funds would initially have to be available they would be available to each partner on a fast basis again.

CHAIR CALVERT: Okay.

MS. SCHWENDER: So I already pointed out earlier the increase in water calls that we're depicting on page 13. The total water calls for fiscal year 2011/12 were 5,351 acre-feet whereas the projected one for fiscal year 2013/14 are 6,751 and that dramatic increase by itself will already result in chemicals and treatment processes.

CHAIR CALVERT: And one thing that I raised at the Fiscal Service Audit Committee, is that most of this analysis is comparing our budget, proposed budget for 2013/14 to our actuals from 2011/12. But I asked the question and staff assured that they were using the actual numbers from our current budget to sort of you know fact check or double check to make sure that our projections for the current year have a basis in fact so that we're using not only just one year but that we're using the second year that we have as experience on this budget as well.

MS. SCHWENDER: That is correct, Chairman Calvert. The one thing that we would also like to explain that expenditures in an operation like the BDD are not necessarily the same from month to month and vary from quarter to quarter and not necessarily only from quarter to quarter each year the same. I gave you an update, for example, on the solids disposal and the maintenance on the raw water basins and we disposed of most of those solids in October. So the first quarter that we could be reporting for this fiscal year includes July, August and September. The BDD did not operate during July and we did not dispose solids also. Those two factors by themselves would lower the occurred expenditures for those quarters.

CHAIR CALVERT: All right. So take us forward if – you don't have to go necessarily page-by-page, unless people have a question. But what's the next significant –

MS. SCHWENDER: The next significant point I would like to stress to you is that the BDD is split into several programs and the summary of the program expenditures are depicted on page 19 where obviously operations cost are the greatest portion. Maintenance makes up the second greatest portion of our budget and then the remaining 30 percent roughly are covered by regulatory compliance, administrative services, safety, and information services. We felt it was necessary to actually gave you itemized information on each of those programs and felt that it was valuable especially in moving forward and looking forward that we can gain from information provided per program instead of consolidating program when we compare future budget developments and performances.

The BDD budget is a performance based budget that is measured on output versus expenditure and therefore we found it very valuable to breakdown and depict in detail each program.

Program and performance measures are explained and depicted on page 27 and following. And I am happy to report to the Board that the BDD has performed to expectations in the majority of its performance measures. Of course, we are very aware that we did encounter difficulties during the summer time and the delivery of raw water which are all items that are being currently addressed and we as you probably have already heard we have come to a viable solution to solve that particular problem for the future.

CHAIR CALVERT: And just for the Board's information on page 29 at the Fiscal Service Audit Committee meeting I proposed a slight change to one of the strategic goals supported by program resources because up in the program purpose it states, purpose which produce drinking water and so we can have confidence in the quantity and quality delivered and then to have these two goals listed, one to insure that water quality is kept to a very high standard, no problem there. And, then the second one to minimize electric power and chemical costs, I thought that didn't quite capture a goal and supported that purpose so what I suggested was a goal of providing a reliable quantity of water to the partner entities in balance with trying to minimize electric power and chemical costs because I think we want to strike the balance on that but I think if that's our stated program purpose out there that better defines the goals to support that.

So if anybody has any comment or concern with that suggestion. Okay.

MS. SCHWENDER: The following pages you will see 29 on to 42 are detailed information on each program. I would be happy to elaborate on them if you have questions or we can move on to summary tables and explanations.

CHAIR CALVERT: So at this point, I guess, I'm going to ask the Board obviously we're not asking for a decision or an approval today, but rather a sense that we think that this budget is basically headed in the right direction. I know there are still some discussions. We had some discussions at the Fiscal Service Audit Committee and we had some suggestions at that time that I think we're still needing to discuss more about and get everybody, you know, try and get concurrence on those and how they will actually work. But in general I'm wondering for the Board has comments in terms of at least in the general nature of this budget and the direction its headed and whether they have any concerns or comments that they would like to address at this point. Yes, Councilor Dominguez.

COUNCILOR DOMINGUEZ: Mr. Chair, thank you. I guess I sort of like the direction that the budget is going in. I mean we have to be able to deliver the water and it looks like we're talking, you know, making sure that we have alternative sources of energy to operate that sort of thing and I like that direction. I guess for me I'd like to be able to have some more time to be able to digest some of this a little bit more.

CHAIR CALVERT: And you will.

COUNCILOR DOMINGUEZ: There was a couple of questions that I had in here but I don't think I want to necessarily get into them right now until I look at it a little bit more and kind of just toss some stuff around.

CHAIR CALVERT: And on that point, I would say, I'm sure staff will be glad to discuss and questions that you have one on one or in a group setting of your choice.

COUNCILOR DOMINGUEZ: Well, I'm certainly going to have additional meetings obviously to discuss this. What's the timeline is this something that has to be approved by –

CHAIR CALVERT: Well, I guess, and staff can correct me if I'm wrong but I think and I think I was one of the ones – where's that page that it sets out the requirements that we present at least a draft of this budget in December. I think that I was one of the ones that proposed that because what we want is for the City and the County to have as close to a completed budget as possible by the time they start their own budget process so that they can factor in these figures into their budget requirements. So I think that – sooner rather than later but before either the County or the City's budget process starts in March, April, May.

COUNCILOR DOMINGUEZ: And that was the other question I had was whether or not the respected staffs have had an opportunity to look at this and, you know, give their input or comments? Maybe the same presentation to them, I don't know but I certainly would want to rely on our City staff to determine to us how that fits into our overall budgets.

CHAIR CALVERT: Both City and County staff and Las Campanas have been involved all along the way on the development of this budget and there are still some things, like I said, we have some suggestions were offered at the Fiscal Service Audit Committee that we're still working through. But I think the short answer is, yes, they have been involved all along and that will continue.

COUNCILOR DOMINGUEZ: Okay, well that's my comment.

CHAIR CALVERT: Yes, Commissioner.

COMMISSIONER STEFANICS: Thank you, Mr. Chair. A couple of questions. Since the City is fiscal sponsor right now, is the City's risk management covering the Buckman like their services and their staff?

CHAIR CALVERT: Nancy, do you – I think we changed that, didn't we, but go ahead.

NANCY LONG (BDD Board Counsel): Yes, Commissioner, the Buckman Direct Diversion Board has its own insurance coverage and in terms of a risk manager we do not have a designated risk manager. If there were I suppose a claim or an issue that needed to be brought to the attention of the City's risk manager that could be included within the services that are provided to the Board. But the insurance coverage is separately covered, separately maintained.

[Councilor Dominguez excused himself from the remainder of the meeting]

COMMISSIONER STEFANICS: Okay, so, on page 58, the insurance line there under administrative services and then each page prior for operations, for regulatory compliance, et cetera, each had a figure or no figure for insurance.

MS. SCHWENDER: That is correct.

COMMISSIONER STEFANICS: So what I'm concerned about and I know we discussed this maybe a year ago or six months ago but maybe in the future, not tonight, maybe we could just have a recap of our insurance policies and our coverage and so that the Board, the BDD Board is clear about what is being taken care of.

CHAIR CALVERT: And how it's being taken care of.

COMMISSIONER STEFANICS: Right.

MS. SCHWENDER: That is an excellent idea

COMMISSIONER STEFANICS: Okay. The other comment I would have and it's based upon what Councilor Dominguez is bringing is I would assume or request that next month before we would vote on this that you would apprise us of any missing pieces, any suggested changes, any other items that might need to be brought to bear. That we not just accept this as the final document.

CHAIR CALVERT: Right and I think we'll probably have another Fiscal Service Audit Committee meeting as well. Scheduling that is going to be interesting given the holidays and when the next Buckman meeting is scheduled for but we'll certainly continue the dialogue between all different staffs to try and come up with a consensus before the next meeting.

COMMISSIONER STEFANICS: Thanks.

CHAIR CALVERT: Are there any other concerns or questions that anybody wants to discuss on this matter?

COMMISSIONER STEFANICS: And this budget moving to 35 FT does include the public information officer?

MS. SCHWENDER: That is correct.

COMMISSIONER STEFANICS: Okay, thank you.

MS. SCHWENDER: I also would like to thank you for taking into consideration that this is a document in progress and it has been very valuable for us to be so strongly involved with all of our partners in the development. It was very informative and productive.

CHAIR CALVERT: Okay, all right.

MS. LONG: Mr. Chair, also under this item we do have separately provided for public comments, if you're getting to that, specifically on the budget. Our joint powers agreement does specify that that should be sought.

CHAIR CALVERT: Okay and –

COMMISSIONER STEFANICS: Mr. Chair, in particular, I would like someone from the County staff to make their official financial comment on this.

TERESA MARTINEZ (County Finance Director): Mr. Chair, members of the Board, Teresa Martinez, Finance Director for Santa Fe County. We have done a thorough review of the budget and as Erika said, we're working together. We are not quite at the agreement point yet. The issues that we're discussing with them are the same issues I summarized to you in an email. So we'll have another meeting hopefully next week and then we do believe that there is definitely a need for another Fiscal Service

Audit Committee meeting. But we are working together to get to that happy medium. So we propose that some of the line items be reduced, and, again, not knowing what the warranty expiration will bring, we felt that some of the estimates were still overstated and we've made a proposal for a contingency in the event that we reduce the and there was a monsoon, there was a fire, that caused for a need and that contingency would be placed in each partners budget so there could be an automatic transfer to the BDD at the Board's request to cover any emergencies that may arise.

So, we're not quite there yet, but we are definitely working together to get there.

COMMISSIONER STEFANICS: Thank you very much.

MS. MARTINEZ: Okay, thanks.

CHAIR CALVERT: Okay, so is there any member from the public that would specifically like to comment on the budget?

UNIDENTIFIED INDIVIDUAL: Yeah, I'm just wondering about that 2.75 million that you didn't know where it was last time you met and I wondered if they know where that is yet?

CHAIR CALVERT: No, we knew exactly where it was the whole time, okay? It was in a dedicated account and it was being held there and if you want somebody like Dr. Morgan to speak to that, we could. But it was a misunderstanding, if you will, that we didn't know where it was. It was money that was budgeted but wasn't actually required for the operation and it was the overages from the sort of pre-paid each month and then the reconciliation with the actuals. But it was being kept in a separate account, monitored and drawing interest both City and County staff knew about it so there was no missing money.

COMMISSIONER STEFANICS: Mr. Chair, on this same point though, it did lead to some changes. We did institute a quarterly reconciliation so that we will know if we're ahead or behind as we go forward. We also indicated that there could be draw downs from the City and the County on that amount of money going forward. So we did institute some policy changes based upon the discussion.

CHAIR CALVERT: Okay. All right.

10. Discussion and Request to change the January 2013 FSAC meeting date

CHAIR CALVERT: Ordinarily that would fall on Tuesday which just happens to be January 1st which isn't going to happen. So the question is with the next Buckman meeting being the 3rd that doesn't leave us a lot of leeway in January. So the question is do we try and schedule it somewhere at the end of December. I know that's not any more popular than January 1st but it maybe a better option.

COMMISSIONER STEFANICS: Well, Mr. Chair, because I'm still – we could change BDD members on the County Commission once we start our January meeting. But since I'm still on the Fiscal and Audit Committee, I could meet the end of December. Let me just – I know I've made one commitment. Late afternoon on Thursday, December 27 would work for me. If you can do that.

CHAIR CALVERT: Thursday, December 27. I think if we could schedule it at 4 or later.

COMMISSIONER STEFANICS: Four.

CHAIR CALVERT: Okay, that sounds like a plan. Let's count on doing that then and if staff would send us an email reminder on that one because I don't have anything to track it on at the moment. December 27, which is a Thursday at 4 p.m. And certainly other members of the Board and obviously City and County staff and Las Campanas are welcomed to attend and any other members of the Board are welcomed to attend.

COMMISSIONER STEFANICS: Um, Mr. Chair, if we have a quorum of the Board it would need to be noticed.

CHAIR CALVERT: Oh, that's right. I take that back.

COMMISSIONER STEFANICS: Sorry. The public can attend.

CHAIR CALVERT: You're right so we'll just keep it to you and I.

INFORMATIONAL ITEMS

12. Update on the County effort to identify possible operational and/or infrastructural changes to the BDD to allow the provision of raw water in time of BDD non-operation

ADAM LEIGLAND (County Public Works Director): Mr. Chair, Board members, excuse me, just to remind the Board that I was here two meetings ago just to update you that the County was embarking on an effort to see if the system could be changed either operationally, infrastructurally, or both to allow for water to be delivered to Las Campanas when BDD was non-operational for water quality reasons. The County hired the firm CDM Smith and the first thing I will say is that it was an outstanding collaborative effort among all the partners; the City, the County, BDD, Las Campanas and the contractor. It culminated in a meeting held on December [sic] 28 and just to cut to the chase, the solution was found that it is purely operational in nature. Which is to say that just by changing the pumping of both intakes in Las Campanas pumping and using existing tanks to buffer the difference in flow rates, that all of the water can be provided to Las Campanas. And I'll not that no changes to any of BDD's operational parameters are contemplated, such as their water quality, the NTU criteria, the early notification system. So it was a very welcome result and maybe not surprising to some but – so that was a very pleasant surprise.

The next steps are, we just need to codify these new operational procedures. There will be some operational enhancements to make sure that the proper flushing takes place, for instance. The original goal of the proposal was to make sure that the solution could be implemented by May 1, 2013 and we're very much on track for that. The next step we'll get together and work on these new operating procedures. I think we need to address some of the pump automatic a little bit and then put it into place. So, money well spent.

CHAIR CALVERT: I think we were initially contemplating some engineering solution might be necessary and it's always good to hear that that's not necessary and we can accomplish this operationally. So I'm glad everybody is onboard with that. Does anybody have any questions? Okay, thank you very much.

MATTERS FROM THE PUBLIC

CHAIR CALVERT: Is anybody wishing to address the Board at this time? Please come forward.

DR. JIM MCCLURE: Mr. Chair, members of the Board whoever is left, my name is Dr. Jim McClure. Four weeks ago I stood and gave testimony and asked you seven specific questions and I'm looking for the answers still. Mr. Chair, where are the answers to my questions?

CHAIR CALVERT: Did you consult with staff on these questions?

DR. MCCLURE: I stood here in public a week ago, a month ago, and gave testimony and you were sitting right there.

CHAIR CALVERT: Right, I understand that. Did you schedule a time with staff to address those questions? I think that would be the – I'm not going to answer them right here on the spot but I think we can have staff work with you.

DR. MCCLURE: You just ignored me for a month then, is what you're saying.

CHAIR CALVERT: I did not ignore you.

DR. MCCLURE: What do you mean? You were sitting right there; you didn't hear me?

CHAIR CALVERT: Is that end of your comment?

DR. MCCLURE: I want to know the answers to my questions.

CHAIR CALVERT: And I'm telling you how they can be addressed.

DR. MCCLURE: Tell me.

CHAIR CALVERT: You set up an appointment with staff and we'd be glad to work with you on those answers.

DR. MCCLURE: Who is the staff?

CHAIR CALVERT: Right here.

DR. MCCLURE: What are their names and phone numbers?

CHAIR CALVERT: You can get them from them after the meeting is over, okay?

DR. MCCLURE: Okay. Thank you.

CHAIR CALVERT: Was there somebody else who wished to address the Board?

GAIL GILES: I'm Gail Giles of Santa Fe and I've been here again as well and I'd also like some of the answers to the questions that have been asked over the past couple of months.

I'm curious about some of the information in the news article on drought and was kind of curious. It says that managers for the Buckman project and other municipal water agencies got some bad news. And they talk about a 20 percent curtailment if the Rio Chama project, if there's no water in reservoir and a month or two ago now it was at less than 27 percent. But it looks like these figures are off quite a lot.

CHAIR CALVERT: I think you're confusing reservoirs and the 27 percent is our City's reservoirs up in the hills here. Some of the discussion in that article is about the reservoirs upstream on the Chama River.

MS. GILES: But, the San Juan-Chama is the up river that does affect Buckman Diversion coming into Santa Fe.

CHAIR CALVERT: Right what I think the article whether accurately discuss it all, is saying that the Bureau of Reclamation is trying to prepare for eventuality that we might have to curtail. I don't think a final decision has been made but they're trying to get us ready in case that happens.

MS. GILES: Are you all actively ready for the spring for the basically –

CHAIR CALVERT: Yes.

MS. GILES: -- because it looks in here, I guess I'm curious about some of the comments about the Public Works Committee about the stable and the near term; how long when you all are looking at all of this is considered near term?

CHAIR CALVERT: Well, near term might have different definitions. But I think for the next year or two the City feels comfortable with the arrangement and diversity of our portfolio with our being able to meet demands. But if this drought persists, you know, for a very long time then yes we're probably going to have to take other measures.

MS. GILES: Yes, but the estimates are that it will be for a very long time so do you have a plan at the moment for if the near term becomes very short term instead of long term; are you looking at that and do you have –

CHAIR CALVERT: We are looking at that. We are and I know at the City we've asked staff to factor in climate change into our long-range water supply plan. So, yes, we are looking at that.

MS. GILES: Well, then that brings in a wonderful opportunity for me to talk about the chemtrails if you haven't been outside. The new information coming out with farmers and ranchers across the west is that prairie grasses are dying and so they're seeing where their animals – and these are indigenous grasses that normally go dormant and then come back in the spring depending on fires and different things. When indigenous plants are dying like prairie grasses and we're having a significant chemtrail activity over Santa Fe almost everyday, even on Thanksgiving and Sundays, and the evidence coming out is that it does affect rainfall. And when you look at the amount of rainfall that we are – what would you say – we're not up to par for that significantly, then it seems like our city panels and state officials need to be looking at what's going on with the amount of aluminum that's coming in from the sky and sprayed all over us everyday. If you go out from this morning the skies are white. These chemicals, this aluminum, is killing plants. It is affecting rainfall.

So what needs to be looked at an examined is the factual not pseudoscience evidence on chemtrail activity and what these chemicals, aluminum, barium and such and large amounts of that are killing trees. They're affecting our watersheds and it is affecting the amount of rainfall we might otherwise have if this stuff wasn't sprayed in our skies across the nation and around the world. And it's time for City, County and State officials to start asking the question no one wants to ask. And if you don't have a copy I'll send you a link to Why in the World Are they Spraying and What in the World are they Spraying. But we do know whatever it is, not looking at military industrial complex and all of this conspiracy theory that it is aluminum and it is killing the plant and affecting the watersheds. So are you looking at any of this evidence? Are you examining it at all to see how this affects the rainfall potential in New Mexico?

CHAIR CALVERT: Not to my knowledge.

MS. GILES: Are you willing to look at this information?

CHAIR CALVERT: Willing to look, yes.

MS. GILES: So if I send you some links you would be willing to look at this and discuss it as a board of what's going on. They show that in California the EPA stopped testing for aluminum in 2002, conveniently when a lot of this chemtrail activity got ratchet up. So, if we're looking at significantly diminished rainfall and it has been shown statistically that aluminum is affecting that and rain is not coming where they're spraying.

Are you aware of chemtrail activity over Santa Fe? Do you look at it or watch it or see it ever or notice it?

CHAIR CALVERT: I think the topic of chemtrail is not necessarily a scientifically established –

MS. GILES: Oh, but it is, sir. It's beginning to be, lately.

CHAIR CALVERT: Okay and I'm not going to have that debate her right now.

MS. GILES: Okay, that's cool. I just want to know if you're open to looking at it and if you notice – I mean when I came here I came here for turquoise skies. I don't think there's been a turquoise sky in at least two years or more and what we're having in the daytime is not even blue skies let alone turquoise. It's all white. It's from the chemical activity. It is affecting rainfall. There is a significant amount of aluminum and these are facts and I will make sure that everybody gets some of these links, if you want it be email and I can put it on a DVD so it can be looked at. Because the more we talk about these things the more we can find out what is true science and facts and what is pseudoscience. But the facts are bearing out that it is not pseudoscience.

CHAIR CALVERT: Okay, thank you.

MS. GILES: Thank you.

CHAIR CALVERT: Anybody else that wishes to address the Board.

MATTERS FROM THE BOARD

COMMISSIONER HOLIAN: Mr. Chair.

CHAIR CALVERT: Yes.

COMMISSIONER HOLIAN: I just want to thank Erika and Gary I think it was who took my husband and me on a tour of the intake part of the BDD and pump stations and I really gained a new appreciation for the complex technical nature of this project. I was incredibly impressed. And my husband, he expressed over and over again how interesting that tour was and he really thanked me for including him and you for including him. So thank you.

COMMISSIONER STEFANICS: Thank you, on that point, actually. The County has a piece of outdoors open space with some very valuable items on it and we regularly schedule guided tours through those. And it's not weekly, it's not even monthly, but it is – there's a great demand from the public and I'm wondering if we can continue to do something like that with the BDD. There are some neighborhoods – and I know that in the past our past manager indicated that there weren't just sitting around to take people on a tour because everybody is doing a job, but I'm wondering if we might

make available during this next year and maybe we have to wait for the PIO but usually it takes somebody who can talk about the details of how it's working but we might want to schedule some tours for the public that are guided with our knowledgeable staff throughout the year. Thank you.

CHAIR CALVERT: I think with the public information officer and whatever other responsibilities we give to that staff person, I hope the is that they over time will become educated enough that they will be able to do a good job of conducting that tour. But I agree with you until such time as that occurs it probably requires some of the staff on parts of the facility.

COMMISSIONER STEFANICS: Well, Mr. Chair, we've had some neighborhood associations who have expressed interest but there are some neighborhoods that are close to the BDD physically that have never been there. So if we just knew that we could schedule it or – I don't think, Erika, that we have extra staff just available at any time, right?

MS. SCHWENDER: Commissioner Stefanics, no, we do not have extra staff just laying around.

COMMISSIONER STEFANICS: I didn't mean to say laying around.

MS. SCHWENDER: But we are proud of our facility and we are taking great pride in conveying the investment and the development that our partners made to create this facility. And I would like to assure you that we actually host a great variety of tours already even without having a professional assigned tour guide. At this point what we are working on is that the majority of the times are hosted by senior staff and that includes our charge operators but we're also working on a program that basically, it's a standard operating procedure for the touring, so we make sure that the same information is conveyed to everyone but we do tailor the tours to the audience and not everybody is interested in the same amount of details technically. Others may be interested in the financial aspects, other environmental. I envision that the public information officer specialist is going to a) help us in promoting the interest of the public into the BDD and advertise and actually reach out to the public so that they are aware of that we are offering those programs. And I know each individual employee that is currently with us at the BDD promotes our very liberal touring policy in their personal life as well as while they are at work. So we're doing our best at this point and it can only get better.

COMMISSIONER STEFANICS: Well, so, thank you. So we might in 2013 just kind of identify maybe some dates. It might be quarterly. It might be twice a year but get started on the plan. Thank you.

CHAIR CALVERT: Okay, anything else from the Board.

NEXT MEETING: Thursday, January 3, 2012 @ 4:00 P.M.

ADJOURNMENT

Having completed the agenda, Chair Calvert was declared this meeting adjourned at approximately 5:35 p.m.

Approved by:

Chris Calvert
Chris Calvert, Chair

Respectfully submitted:
Karen Farrell
Karen Farrell, Wordswork

ATTEST TO:

VALERIE ESPINOZA
SANTA FE COUNTY CLERK

ATTEST TO:
Yolanda Michalski
YOLANDA MICHALSKI
SANTA FE COUNTY CLERK

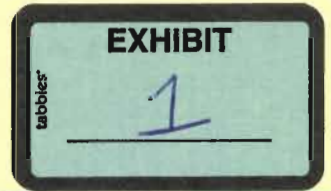


COUNTY OF SANTA FE) BUCKMAN DIRECT DIV MI
STATE OF NEW MEXICO) ss PAGES: 26

I Hereby Certify That This Instrument Was Filed for
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Witness My Hand And Seal Of Office
Valerie Espinoza
County Clerk, Santa Fe, NM

Buchman Direct Division Board
12/16/12



SFC CLERK RECORDED 12/28/2012

<u>NAME</u>	<u>ORGANIZATION</u>
Gary Durrant	BDD
Mel Morgan	CoSF Finance
Teresa Martinez	SF County Finance
Shannon Jones	BDD
Wendell T. Egelhoff	CLC
Mark S. Keith	CLC
Mike Smolch	OMR
Brian Shelton	BDD
Jennifer Sakshaug	Club las Campanas
MICHAEL AUNE	CITIZEN
- Jimmie McClure	CITIZEN
JONI ARENDS	CCNS
David Bacon	CENS
Rick Carpenter	BDD/City SF
Phil GEORGE	cue
PHIL NOWLIN	LE COOP
P. GUERRERORTIZ	SF COUNTY
A. LEIGLAND	"
AND COLLES	CITIZEN
Michael T. Collins	citizen of county
Carla Cooper	citizen

* Scanned as color copy



CITY CLERK'S OFFICE

DATE 11/29/12 TIME 10:13a

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AGENDA

**The City of Santa Fe
And
Santa Fe County**

Buckman Direct Diversion Board Meeting

**THURSDAY, DECEMBER 6, 2012
4:00 PM
CITY HALL
CITY COUNCIL CHAMBERS
200 Lincoln**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF CONSENT AGENDA
5. APPROVAL OF MINUTES FROM THE NOVEMBER 1, 2012 BUCKMAN DIRECT DIVERSION BOARD MEETING
6. MATTERS FROM STAFF
7. REPORT OF FSAC MEETING

CONSENT AGENDA

8. Update and discussion of BDD operations. (Gary Durrant)

DISCUSSION AND ACTION ITEMS

9. Discussion and possible action on recruitment of a BDDDB Public Relations Information Specialist. (Erika Schwender)

CITY CLERK RECORDED 12/20/2012

10. Discussion and request to change the January (January 1, 2013) FSAC meeting date. (Stephanie Lopez) VERBAL

DISCUSSION

11. Proposed FY 2013/2014 BDD Operations Budget
 - a. Presentation of the proposed FY 2013/2014 BDD Operation and Maintenance Budget. (Erika Schwender)
 - b. Report from FSAC meeting of December 4th. (Erika Schwender) VERBAL
 - c. Request for review and discussion of the proposed FY 2013/2014 BDD Operation and Maintenance Budget. (Erika Schwender and Brian Shelton)
 - d. Public Comments

INFORMATIONAL ITEMS

12. Update on the County effort to identify possible operational and/or infrastructural changes to the BDD to allow the provision of raw water in times of BDD non-operation. (Adam Leigland) VERBAL

MATTERS FROM THE PUBLIC

MATTERS FROM THE BOARD

NEXT MEETING: Thursday, January 3, 2013

ADJOURN

PERSONS WITH DISABILITIES IN NEED OF ACCOMODATIONS, CONTACT THE CITY CLERK'S OFFICE AT 505-955-6520, FIVE (5) WORKING DAYS PRIOR TO THE MEETING DATE.