

OPERATIONS COMMITTEE MEETING

May 19, 2020
9:30 a.m. – 11:00 a.m. MST
Zoom Meeting

Meeting called by: S. Raab Type of meeting: Operations Committee

Facilitator: S. Raab Note taker: S. Raab

Timekeeper: S. Raab / B. Romero

Invitees: Stephen Raab (Chair), Ken Kirk, Jim Lightfoot, Steve Miller, Bryan Romero (Kim Visser, Barbara Shoemaker and Robert Taber invited)

Attendees: Stephen Raab (Chair), Ken Kirk, Kim Visser, Jim Lightfoot, Steve Miller, Bryan Romero, and Barbara Shoemaker

Please read: Review agenda in advance of meeting

Please bring: Supplemental Information (PDF file) from B. Romero/K. Visser distribution via email on May 14, 2020

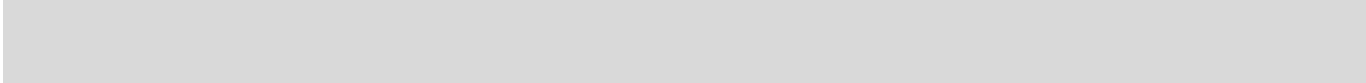
Minutes

Agenda item: #1 Follow-Up to Questions Brought Up at Operations Meeting on April 14th, 2020 (Exhibit 1) Presenter: B. Romero

Discussion: (1) Amount of time required to complete project is two weeks. (2) Minimum Kenny, Gerardo and Kenny Salazar are all level 4 certified and able to run the test

Conclusions: Item (1) Bryan indicated that although two weeks was provided by Jacobs as the amount of time to complete the work, this estimate is dependent on all manholes being at grade and that the crews do not encounter any issues(i.e equipment, heavy roots). Item (1) Operations Committee will determine on whether to move forward this year with sewer line cleaning at June 2020 Ops Committee meeting and item (2) is pending because Jacob’s run lab needs to meet certification standards which includes passing a blind certification test.

Action items	Person responsible	Deadline
✓ Delay “go” “no go” decision to next Ops Committee meeting (~June 2020)	Operations Committee	June 2020 Ops meeting
✓ Track technician certification process (ability to accurately read blind samples) – update at next Ops meeting in June 2020	B. Romero	Next Ops Meetings
✓ Obtain copy of formal certification process for internal education	B. Romero	June or July Ops Meeting



Agenda item: #2 Fire Hydrant Inspections

Presenter: B. Romero

Discussion:

- a. Letter from Seth was sent to SF County's Fire Marshall on April 30th, 2020. (Exhibit 2A)
- b. Updated fire hydrant inspection estimate. (Exhibit 2B) New Estimate \$10,062.32 incl. of NMGRT/Previous Estimate \$9,648.80 incl. of NMGRT
- c. Description of Inspection. (Exhibit 2C)

Conclusions: Estimate updates by minimal amount. Testing includes 256 hydrants (at \$36.50/hydrant). B. Romero to proceed with contract (after scope clarified).

Action items	Person responsible	Deadline
✓ Confirm actual scope with NMGRT	B. Romero	Prior to formal award of go-forward contract
✓ Ask County FD if they have records concerning historical inspections.	B. Romero	June Ops Meeting
✓ Fire service mains and booster pumps testing – clarify responsibility and a go-forward plan	B. Romero	Prior to 2021 budget

Agenda item: #3 Status of Pond Liner Project

Presenter: B. Romero

Discussion: Photo of completed liner project. Project closed out and submittal to state underway.

Conclusions: Final walk-down completed. Punch list items. **Project Closed.**

Action items	Person responsible	Deadline
✓ N/A		

Agenda item: #4 Jacobs Asset Management System Phase One – Strategy & Policy Proposal (Exhibit 4)

Presenter: B. Romero

Discussion:

Committee recommendations in proceeding forward with Proposal. Proposal reviewed as it relates to Phase 1 only. Concerns expressed over Phase 1 scope. Ops Committee believes we have phase 1 covered and are ready to move to Phase 2 and Phase. Need to clarify what is covered in latest Jacobs scope.

Conclusions: Need refined cost for Phase 2 and Phase 3 prior to 2021 budget. Meeting with Jacobs needed to clarify goals and timing of program. Ideally this should be done prior to June Ops Meeting. Ops Committee wants to see a different approach.

Action items	Person responsible	Deadline
✓ Ops Committee to have discussion with Jacobs to discuss complete Asset Management program	Kim to coordinate	Prior to June Ops Meeting
✓ Kim (and Bryan) to call Jacobs manager prior to meeting to set agenda and expectation.	Kim/Bryan	May 26

Agenda item: #5 Jacobs SCADA System Assessment Proposal (Exhibit 5) Presenter: B. Romero

Discussion:

Committee recommends proceeding forward with Proposal. Can this fit within Asset Management program and possibly a test of how Jacobs is going to improve asset management.

Conclusions:

Project on schedule. B. Romero has received email confirmation from NMED on sludge handling approach for project. Challenge Jacobs on their ability to provide IT/tech support to support this project. They (Jacobs) need to demonstrate that they have the expertise. This level of expertise is covered in current contract.

Action items	Person responsible	Deadline
✓ Bryan to re-review paperwork and Ops Committee approved advancing recommendation to Board for \$39K spend and related scope (contingent on Bryan’s re-review and approval of scope0	B. Romero	May 29
✓ Coordinate out of scope agreement and bring forward to Ops Committee and possibly Board approval	K. Visser/B. Romero	Target July Board meeting

Agenda item: #6 Re-graveling/grading of the main entrance road into POTW ((Exhibit 6 – Picture) Presenter: B. Romero

Discussion: Bryan presented overview of \$5K project which was re-graveling of main entrance road to POTW.

Conclusions: Possible re-gravel again in 5 years plus. **Project Complete**

Action items	Person responsible	Deadline
✓ Project complete N/A	N/A	

Agenda item: #7 Impact of COVID 19 on Operations Presenter: B. Romero

Discussion:

Jacobs is monitoring temperatures of employees and visitors.

Conclusions:

Action items

Person responsible

Deadline

- ✓ Obtain copy of Jacobs COVID 19 written policy
- ✓ Distribute policy to entire Board and staff



Agenda item: #8 Additional Items for Discussion – Floor Open **Presenter:** Enter presenter here

Discussion: BDD Board and B. of Reclamation expressed possibility that BDD will not draw water from Rio Grande. BDD proposed pumping 8M gallons of raw water from Rio Grande to our pond as a source of irrigation to support gold course for period of 2 – 3 weeks.

Conclusions: LC Club for related work and storage fee.

Action items

Person responsible

Deadline

- ✓ Re-review status of possible implementation plan
- ✓ Determine permitting challenges
- ✓ Better understand requirements of Club



OTHER ITEMS

Observers:

No observers

Resources:

Excellent pre-read document provided by B. Romero.

Special notes:

No notes required.