

**SERVICE AGREEMENT
WITH AMY C. LEWIS
TO COMPLETE A STUDY AND PROVIDE INVENTORY OF WATER RESOURCES
IN THE ESPAÑOLA BASIN**

THIS AGREEMENT is made and entered into on this 2nd day of March, 2012, by and between **SANTA FE COUNTY** (hereinafter referred to as the "County"), an New Mexico political subdivision, and **AMY C. LEWIS** (hereinafter referred to as the "Contractor").

WHEREAS, Santa Fe County Growth Management/Economic Development Department is committed to developing and enhancing a Water Resources Inventory of the Española Basin;

WHEREAS, in accordance with Section 13-1-112 NMSA 1978, the County issued Request of Proposal (RFP) No. 2012-0121-LU/TRV for these services;

WHEREAS, the Contractor is a qualified and licensed organization as required by the RFP that can provide the services and deliverables;

WHEREAS, the County requires the services of the Contractor, and the Contractor is willing to provide the services and deliverables both parties wish to enter into this Agreement.

NOW THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. SCOPE OF WORK

Contractor shall provide the following Services and Deliverables:

- a. **Task 1 – Arrange and Coordinate Partnership Meetings; Establish a Written “Plan of Action”:** Contractor shall organize, coordinate, conduct and report on three (3) partnership meetings, to establish a Plan of Action further detailing the scope of work outlined below and defining each partner’s roles and responsibilities. The written Plan of Action shall be detailed enough to clarify the study’s goals and objectives and enumerate the different sources of the information/data to be sought. Contractor shall address all comments made by partners’ staff during the first three meetings, and finalize a detailed Plan of Action with implementation schedule for approval by the partners.
Deliverable – Attendance and reporting on meetings mentioned above and completion of a written and approved Plan of Action.
- b. **Task 2 – Water Supply Infrastructure Inventory:** Research and compile into spreadsheets/databases, including Santa Fe County’s GIS system, all digitally available data, water supply infrastructure facilities in the Basin, including water production (size, depth and production capacity of wells, surface diversions, etc.), water storage (storage tanks, surface impoundments, etc.) and water distribution. Sources of information may include but are not limited to: existing plans by

other local entities, Jemez y Sangre and Estancia Basin Regional water plans, Aamodt Settlement reports and documents, Santa Fe, Rio Arriba and Los Alamos County water utility data, tribal, acequia, and municipal water reports and data bases, NM Office of the State Engineer Water Use Reports, OSE WATERS database, and information from NM Environment Department Drinking Water Bureau database, NM Cooperative Extension and Santa Fe Farmers Market Institute. Contractor will collect and organize data in rational format that is capable of being manipulated for statistical analyses.

Deliverable – Water Supply Infrastructure Inventory Report that includes explanatory text, charts, tables, maps and database and spreadsheets.

- c. **Task 3 – Water Demand Characterization and Conservation Potential:** Survey domestic water suppliers’ (mutual domestic water associations, community systems, etc.) and agricultural entities’ (acequias, irrigation districts, large irrigated farms, etc.) existing water conservation efforts and solicit their feedback on the nature and types of water conservation assistance they consider most useful from the constituent counties, cooperative extension services, NM OSE, etc. Based on whether it’s included in the agreed upon Plan of Action, consider additional research and compilation of domestic and agricultural water demand data, i.e. disaggregate and provide greater detail to the OSE’s 2005 or (2010 if available) “Water Use by Category” report. Generate basic assessment of water conservation potential by usage category.

Deliverable – Complete a written survey of existing Conservation Activities and Desired Conservation Assistance Survey and a detailed Water Demand Characterization and Conservation Potential Report.

- d. **Task 4 – Final Report:** Contractor will work with Santa Fe County staff to prepare a Final Summary Report of the water use by categories, functional use and watersheds and present it to the partners at a final meeting.

Deliverable – Completion of a written Final Report and Finding Presentation.

All deliverables shall be submitted in electronic and hard copy format.

**All activities related to the scope of work must comply with all requirements of the Bureau of Reclamation WCFSP Grant R11AP40026 (Exhibit B). All work must be completed by June 30, 2013.

2. COMPENSATION, INVOICING, AND SET-OFF

A. In consideration of its obligations under this Agreement the Contractor shall be compensated as follows:

- 1) County shall pay to the Contractor in full payment for services satisfactorily performed in accordance with Deliverables in Exhibit A.
- 2) The total amount payable to the Contractor under this Agreement, exclusive of gross receipts tax shall not exceed fifty-eight thousand six

hundred dollars (\$58,600). Any New Mexico gross receipts tax levied on the amounts payable under this Agreement shall be paid by the County to the Contractor.

- 3) This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation once the total compensation amount is reached. Santa Fe County will notify Contractor when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid in excess of the total compensation amount without this Agreement being amended in writing.

B. The Contractor shall submit a written request for payment to the County when payment is due under this Agreement. Upon the County's receipt of the written request, the County shall issue a written certification of complete or partial acceptance or rejection of the contractual items or services for which payment is sought. The Contractor acknowledges and agrees that the County may not make any payment hereunder unless and until it has issued a written certification accepting the contractual items or services. Within thirty (30) days of the issuance of a written certification accepting the contractual items or services, the County shall tender payment for the accepted items or services. In the event the County fails to tender payment within thirty (30) days of the written certification accepting the items or services, the County shall pay late payment charges of one and one-half percent (1.5%) per month, until the amount due is paid in full.

C. In the event the Contractor breaches this Agreement, the County may, without penalty, withhold any payments due the Contractor for the purpose of set-off until such time as the County determines the exact amount of damages it suffered as a result of the breach.

D. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payment.

3. EFFECTIVE DATE AND TERM

This Agreement shall, upon due execution by all parties, become effective as of the date first written above and shall terminate one year later, unless earlier terminated pursuant to Section 5 (Termination) or Section 6 (Appropriations and Authorizations). The County has the option to extend the contract at the same price, terms and conditions for a period of one (1) additional year upon the approval of Santa Fe County. The County may exercise this option by submitting a written notice to Contractor that the Agreement will be extended an additional year. The notice must be submitted to Contractor at least sixty days prior to expiration of the initial Agreement.

4. ADDITIONAL SERVICES

A. The parties agree that all tasks set forth in Paragraph 1, SCOPE OF WORK of this Agreement, shall be completed in full, to the satisfaction of the County, for the amount set forth in Section 2, COMPENSATION, INVOICING, AND SET-OFF, of this Agreement, and for not other cost, amount, fee, or expense.

B. The County may from time-to-time request changes in the Scope of Work to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor, shall be incorporated in written amendments to this Agreement.

5. TERMINATION

A. Termination of Agreement for Cause. Either party may terminate the Agreement based upon any material breach of this Agreement by the other party. The non-breaching party shall give the breaching party written notice of termination specifying the grounds for the termination. The termination shall be effective thirty (30) days from the breaching party's receipt of the notice of termination, during which time the breaching party shall have the right to cure the breach. If, however, the breach cannot with due diligence be cured within thirty (30) days, the breaching party shall have a reasonable time to cure the breach, provided that, within thirty (30) days of its receipt of the written notice of termination, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

B. Termination for Convenience of the County. The County may, in its discretion, terminate this Agreement at any time for any reason by giving the Contractor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than fifteen (15) days from the Contractor's receipt of the notice. The County shall pay the Contractor for acceptable work, determined in accordance with the specifications and standards set forth in this Agreement, performed before the effective date of termination but shall not be liable for any work performed after the effective date of termination.

6. APPROPRIATIONS AND AUTHORIZATIONS

This Agreement is contingent upon sufficient appropriations and authorizations being made for performance of this Agreement by the Board of County Commissioners of the County and/or, if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and authorizations are not made in this or future fiscal years, this Agreement shall terminate upon written notice by the County to the Contractor. Such termination shall be without penalty to the County, and the County shall have no duty to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision as to whether sufficient appropriations and authorizations have been made for the fulfillment of this Agreement shall be final and not subject to challenge by the Contractor in any way or forum, including a lawsuit.

7. INDEPENDENT CONTRACTOR

The Contractor and its agents and employees are independent contractors and are not employees or agents of the County. Accordingly, the Contractor and its agents and employees shall not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use County vehicles, or participate in any other benefits afforded to employees of the County. Except as may be expressly authorized elsewhere in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County and agrees not to purport to do so.

8. ASSIGNMENT

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer without the County's advance written approval shall be null and void and without any legal effect.

9. SUBCONTRACTING

The Contractor shall not subcontract or delegate any portion of the services to be performed under this Agreement without the advance written approval of the County. Any attempted subcontracting or delegating without the County's advance written approval shall be null and void and without any legal effect.

10. PERSONNEL

A. All work performed under this Agreement shall be performed by the Contractor or under its supervision.

B. The Contractor represents that it has, or will secure at its own expense, all personnel required to discharge its obligations under this Agreement. Such personnel (i) shall not be employees of or have any contractual relationships with the County and (ii) shall be fully qualified and licensed or otherwise authorized or permitted under federal, state, and local law to perform such work.

11. RELEASE

Upon its receipt of all payments due under this Agreement, the Contractor releases the County, its elected officials, officers, agents and employees from all liabilities, claims, and obligations whatsoever arising from or under or relating to this Agreement.

12. CONFIDENTIALITY

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

13. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL

A. The County has the unrestricted right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under or pursuant to this Agreement.

14. CONFLICT OF INTEREST

The Contractor represents that it has no and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its obligations under this Agreement.

15. NO ORAL MODIFICATIONS; WRITTEN AMENDMENTS REQUIRED

This Agreement may not be modified, altered, changed, or amended orally but, rather, only by an instrument in writing executed by the parties hereto. The Contractor specifically acknowledges and agrees that the County shall not be responsible for any changes to Section 1, "SCOPE OF WORK", of this Agreement unless such changes are set forth in a duly executed written amendment to this Agreement.

16. ENTIRE AGREEMENT; INTEGRATION

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this written Agreement. No prior or contemporaneous agreement, covenant or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

17. NOTICE OF PENALTIES

The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

18. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

A. The Contractor agrees to abide by all federal, state, and local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. Without in any way limiting the foregoing general obligation, the Contractor specifically agrees not to discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.

B. The Contractor acknowledges and agrees that failure to comply with this Section shall constitute a material breach of this Agreement.

19. COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW

A. In performing its obligations hereunder, the Contractor shall comply with all applicable laws, ordinances, and regulations.

B. This Agreement shall be construed in accordance with the substantive laws of the State of New Mexico, without regard to its choice of law rules. Contractor and the County agree that the exclusive forum for any litigation between them arising out of or related to this Agreement shall be the state district court of New Mexico, located in Santa Fe County.

20. RECORDS AND INSPECTIONS

A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the Contractor agrees to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles (GAAP).

B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

21. INDEMNIFICATION

A. The Contractor shall defend, indemnify, and hold harmless the County and its elected officials, agents, and employees from any losses, liabilities, damages, demands, suits, causes of action, judgments, costs or expenses (including but not limited to court costs and attorneys' fees) resulting from or directly or indirectly arising out of the Contractor's performance or non-performance of its obligations under this Agreement, including but not limited to the Contractor's breach of any representation or warranty made herein.

B. The Contractor agrees that the County shall have the right to control and participate in the defense of any such demand, suit, or cause of action concerning matters that relate to the County and that such suit will not be settled without the County's consent, such

consent not to be unreasonably withheld. If a conflict exists between the interests of the County and the Contractor in such demand, suit, or cause of action, the County may retain its own counsel to represent the County's interest.

C. The Contractor's obligations under this section shall not be limited by the provisions of any insurance policy the Contractor is required to maintain under this Agreement.

22. SEVERABILITY

If any term or condition of this Agreement shall be held invalid or non-enforceable by any court of competent jurisdiction, the remainder of this Agreement shall not be affected and shall be valid and enforceable to the fullest extent of the law.

23. NOTICES

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the County: Santa Fe County
Office of the County Attorney
102 Grant Avenue
Santa Fe, New Mexico 87501

To the Contractor: Amy C. Lewis
7 Seton Plaza
Santa Fe, NM 87508

24. CONTRACTOR'S REPRESENTATIONS AND WARRANTIES

The Contractor hereby represents and warrants that:

A. This Agreement has been duly authorized by the Contractor, the person executing this Agreement has authority to do so, and, once executed by the Contractor, this Agreement shall constitute a binding obligation of the Contractor.

B. This Agreement and Contractor's obligations hereunder do not conflict with Contractor's corporate agreement or any statement filed with the Public Regulation Commission on Contractor's behalf.

C. Contractor is legally registered and licensed to operate as a business in New Mexico to do the work anticipated by this Agreement and shall maintain such registration and licensure in good standing throughout the duration of the Agreement.

25. FACSIMILE SIGNATURES

The parties hereto agree that a facsimile signature has the same force and effect as an original for all purposes.

26. LIMITATION OF LIABILITY

The County's liability to the Contractor for any breach of this Agreement by the County shall be limited to direct damages and shall not exceed the maximum amount of potential compensation specified in Section 2, "COMPENSATION AND INVOICING," of this Agreement. In no event shall the County be liable to the Contractor for special or consequential damages, even if the County was advised of the possibility of such damages prior to entering into this Agreement.

27. NO THIRD-PARTY BENEFICIARIES

This Agreement was not intended to and does not create any rights in any persons not a party hereto.

28. INSURANCE

A. General Conditions. The Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.

B. General Liability Insurance, Including Automobile. The Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,050,000.00 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for the County by the Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. The County of Santa Fe shall be a named additional insured on the policy.

C. Workers' Compensation Insurance. The Contractor shall comply with the provisions of the Workers' Compensation Act.

D. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended), the Contractor shall increase the maximum limits of any insurance required herein.

29. PERMITS, FEES, AND LICENSES

Contractor shall procure all permits and licenses, pay all charges, fees, and royalties, and give all notices necessary and incidental to the due and lawful performance of its obligations hereunder.

30. NEW MEXICO TORT CLAIMS ACT

No provision of this Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by County or its "public employees" at common law or under the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et seq.

31. CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Contractor agrees to complete and submit simultaneous with execution of this Agreement a Campaign Contribution Disclosure Form approved by the County.

32. APPOINTMENT OF AGENT FOR SERVICE OF PROCESS

The Contractor hereby irrevocably appoints, _____, a New Mexico resident company located at, _____, Santa Fe, NM 87501, as its agent upon whom process and writs in any action or proceeding arising out of or related to this Agreement may be served. The Contractor acknowledges and agrees that service upon its designated agent shall have the same effect as though the Contractor were actually and personally served within the state of New Mexico.

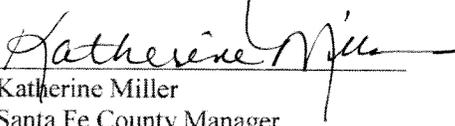
33. SURVIVAL

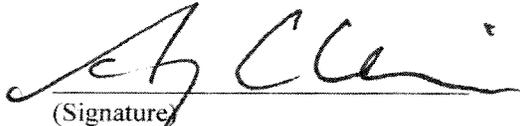
The provisions of following paragraphs shall survive termination of this Contract; INDEMNIFICATION; RECORDS AND INSPECTION; RELEASE, CONFIDENTIALITY, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW; NO THIRD-PARTY BENEFICIARIES; SURVIVAL.

IN WITNESS WHEREOF, the parties have duly executed this Amendment to the Agreement as of the date first written above.

SANTA FE COUNTY:

CONTRACTOR:


Katherine Miller
Santa Fe County Manager


(Signature)

Approved as to Form:

By: Amy C. Lewis
(Print Name)

Stephen C. Ross
Santa Fe County Attorney

Its: owner
(Print Title)

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SANTA FE COUNTY:

CONTRACTOR:

Katherine Miller
Santa Fe County Manager

(Signature)

Approved as to Form:

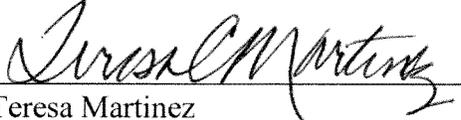
By: _____
(Print Name)


Stephen C. Ross
Santa Fe County Attorney

Its: _____
(Print Title)

FEDERAL TAX I.D. NUMBER

Finance Department Approval:



Teresa Martinez
Santa Fe County Finance Director

Table 1. Proposed Cost Estimate for the Inventory of Water Resource in the Española Basin.

Task	Billing Rate	Hours	Cost
1. Arrange/Coordinate Partner meetings			
Amy Lewis	100	30	\$ 3,000.00
Charlie Nylander	140	30	\$ 4,200.00
Wetherbee Dorshow	120	15	\$ 1,800.00
Task 1 Subtotal			\$ 9,000.00
2. Water Supply Infrastructure Inventory			
Amy Lewis	100	120	\$ 12,000.00
Charlie Nylander	140	30	\$ 4,200.00
Wetherbee Dorshow	120	80	\$ 9,600.00
Task 2 Subtotal			\$ 25,800.00
3. Water Demand Characterization and Conservation Potential			
Survey water systems			
Amy Lewis	100	40	\$ 4,000.00
Charlie Nylander	140	20	\$ 2,800.00
Wetherbee Dorshow	120	20	\$ 2,400.00
Task 3 Subtotal			\$ 9,200.00
<i>Option 3.1 Map distribution system vulnerability</i>			\$ 10K
<i>Option 3.2 Estimate water use from Domestic wells and potential for conservation</i>			\$ 13K
<i>Option 3.3. Public Supply Systems and the potential for conservation</i>			\$ 5K
4. Summary Report			
Amy Lewis	100	100	\$10,000.00
Charlie Nylander	140	20	\$ 2,800.00
Wetherbee Dorshow	120	15	\$ 1,800.00
Task 4 Subtotal			\$ 14,600.00
TOTAL Pre-tax Cost Estimate (without Options)			\$ 58,600.00
Tax (8.1875)			\$ 4,797.88
TOTAL With Tax (without Options)			\$ 63,397.88



BUREAU OF RECLAMATION WCFSP GRANT R11AP40026

INVENTORY OF WATER RESOURCES IN ESPANOLA BASIN (SANTA FE, RIO ARRIBA AND LOS ALAMOS COUNTIES)

Summary:

Santa Fe County, along with its partners was awarded a two-year bureau of Reclamation Water Conservation Field Services Program grant in the amount of \$76,850 to support activities related to land use planning, economic development, including beneficial agriculture use and water resources by providing funding to implement a Water Resources Inventory of Espanola Basin.

Santa Fe County has identified collaborative partners that include, but not limited to, The Espanola Basin Regional Issues Forum, Los Alamos County and Rio Arriba County. This funding aims to provide the partner (entities and agencies) enhanced water conservation implementations by collecting baseline information in order to establish detailed functional water use profiles and characterization. This in turn will lead to integrated forecast activities to develop appropriate conservation measures and better land use and economic development decisions.

Innovative approaches include, but not limited to:

- Enhancement of regional water resources data collection and integrity;
- Actualization of regional water use profile and forecast;
- Capacity building for regional partners

The data for the inventory can be used by multiple agencies including but not limited to: Santa Fe County, Los Alamos County, the Jemez y Sangre Regional Water Planning Council, the City of Santa Fe, the NM Environment Department, the Estancia Basin Regional Water Planning Council, Non-profit Organizations, the NM Agriculture Extension office, the Espanola Basin Regional Issues Forum and the NM OSE for the document titled "Water Use by Categories Report" published every 5 years.

Objectives: The water resources inventory is necessary to determine water uses in both incorporated and unincorporated areas, i.e., municipalities and in areas not dependent upon Utility infrastructure. The diverse water uses justify the need for characterization of water resources and future planning efforts for regional water systems, Land Use, community and economic development purposes.

Activities to be accomplished and timelines pursuant to BoR grant (subject to change):

Activity 1: Host Partner Meeting

Month 1. Initial orientation with regional partners.

Activity 2: Identify roles of partners

Month 2. The Tri-counties will work on procuring for consultant(s) to assist with: gathering data, compiling data and organizing data from the various agencies involved.

Activity 3: Determine Project Coordination.

Month 3: Contract with consultant(s) and verify roles of partners.

Activity 4: Determine water use categories for the region

Months 4-7: Determine data sources and types of categories of water use within Santa Fe, Rio Arriba and Los Alamos Counties.

Activity 5: Gather data.

Months 7-16. Data collection from various sources.

Activity 6: Compile data

Months 17-20: The data will be compiled by watershed, county, activity.

Activity 7: Create a document of the data gathered.

Months 20-24: Edit and correct all data.

For more information, contact:

Duncan Sill, Santa Fe County, 505-995-2728, dsill@santafecounty.org