

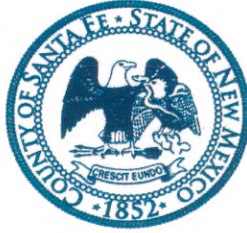
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Commissioner, District 1

Virginia Vigil  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3




Kathy Holian  
Commissioner, District 4

Liz Stefanics  
Commissioner, District 5

Katherine Miller  
County Manager

## **MEMORANDUM**

To: Board of County Commissioners

From: Teresa Martinez, Finance Director 

Through: Katherine Miller

Date: January 29, 2013

RE: ***Review and approval of the Buckman Direct Diversion Water Treatment Plant Operating Budget (BDD) for Fiscal Year 2014.***

---

## **ISSUE**

The Finance Division is seeking approval of the fiscal year 2014 Buckman Direct Diversion Water Treatment Plant operating budget including the Emergency Fund and Major Repair and Replacement Fund.

## **BACKGROUND**

On January 3, 2013 the BDD Board voted to recommend the fiscal year 2014 budget to the BDD partners governing bodies' for approval. The recommended budget culminated from multiple staff and Board member discussions and is linked to performance measures and strategic initiatives.

The development of the FY 2014 budget utilized such factors as actual FY 2012 expenditures and anticipated FY 2013 expenditures, previously approved budgets and anticipated changes to the BDD operations. Anticipated changes include a 21% increase in water calls, implementation of an asset management program, the addition of two (2) FTEs and the expiration of the warranty agreements for certain BDD components. Key to the discussion was to develop a BDD budget that would not result in the partners' individual budgets being overstated to the significant level that has been done in the past two fiscal years.

The total recommended budget is \$7,861,160 which is a decrease from the \$9,876,324 FY 2013 budget of \$2,015,164. Following are budget highlights:

- Operating and maintenance (O & M) budget - \$7,037,603
- Emergency Fund - \$583,338
- Major Repair and Replacement Fund \$240,219
- The O & M portion of the budget decreased from \$8,464,512 in FY 2013.

ACTION REQUESTED

The Finance Division requests the approval of the Buckman Direct Diversion Water Treatment Plant FY 2014 budget totalling \$7,861,160 for operations and maintenance, the BDD Emergency Fund and the BDD Major Repair and Replacement Fund per the recommendation of the BDD Board.

# **Buckman Direct Diversion Project**

**Proposed Annual Operating and Maintenance  
Budget FY2013/14**

January 3, 2013

Erika Schwender



# **Introduction**

The Project Management and Fiscal Services Agreement (PMFSA) requires the Project Manager to submit an Annual Operating Budget, including a 5 year projection, by December 15<sup>th</sup> of each year.

On December 6, 2012, BDD staff presented a draft Annual Operating Budget.

# Introduction

Continued discussion lead to consensus among all partners and resulted in the final budget proposal presented to the BDD Board today.

# **FY2013/14 budget development process**

**Development of the FY2013/14 budget is a collaborative effort among all partners**

- ❖ All Partners meetings on November 9<sup>th</sup> and 20<sup>th</sup>
- ❖ FSAC meeting on December 4<sup>th</sup>
- ❖ BDD Board meeting on December 6<sup>th</sup>
- ❖ All Partners meeting on December 17
- ❖ FSAC meeting on December 27<sup>th</sup>

# **FY2013/14 budget development process**

(continued)

**Key considerations during the budget development process include:**

- ❖ Review of approved FY2012/13 budget
- ❖ Evaluation of actual expenditures during FY2011/12
- ❖ Desire to close difference between proposed budget and actual expenditure
- ❖ Assess operations mode and anticipated future changes
- ❖ Expiration of warranty agreements
- ❖ Asset Management Program
- ❖ Additional permitting needs
- ❖ Capital improvement needs

# Proposed FY2013-14 budget summary

- ❖ O&M budget \$7,037,603
- ❖ Emergency Fund \$583,338
- ❖ Major Repair and Replacement Fund \$240,219
- ❖ Total FY2013/14 Budget \$7,861,160
- ❖ Total **reduction** of FY2013/14 O&M budget over FY2012-13 budget (\$8,464,512): **\$1,426,909**
- ❖ Total **reduction** of FY2013/14 budget over FY2012-13 budget (\$9,876,324): **\$2,015,164**

# Proposed FY2013-14 budget summary

Budget Summary – Partner Share of Total Proposed FY 2013/14 Budget

Entity	Fixed	Variable	Total	Pct
City of Santa Fe	\$ 3,878,632	\$ 1,334,110	\$ 5,212,742	74.1%
Santa Fe County	\$ 1,269,990	\$ 212,179	\$ 1,482,169	21.1%
Las Campanas Entities	\$ 226,780	\$ 115,912	\$ 342,692	4.9%
TOTAL	\$ 5,375,401	\$ 1,662,201	\$ 7,037,603	100%
Pct	76%	24%	100%	

Partner Share By Expenditure Category	City of Santa Fe	Santa Fe County	Las Campanas Entities	Total
Personnel	\$2,242,035	\$734,114	\$165,701	\$3,141,851
Electricity	\$958,328	\$159,258	\$116,169	\$1,233,755
Chemicals	\$324,081	\$50,702	\$0	\$374,783
Solids	\$68,015	\$9,785	\$0	\$77,800
Materials & Supplies	\$414,754	\$135,804	\$14,911	\$565,469
Other Operating Costs	\$1,205,530	\$392,506	\$45,910	\$1,643,945
TOTAL	\$5,212,742	\$1,482,169	\$342,692	\$7,037,603

# Budget summary

(continued)

❖ Budget proposed at \$7,037,603

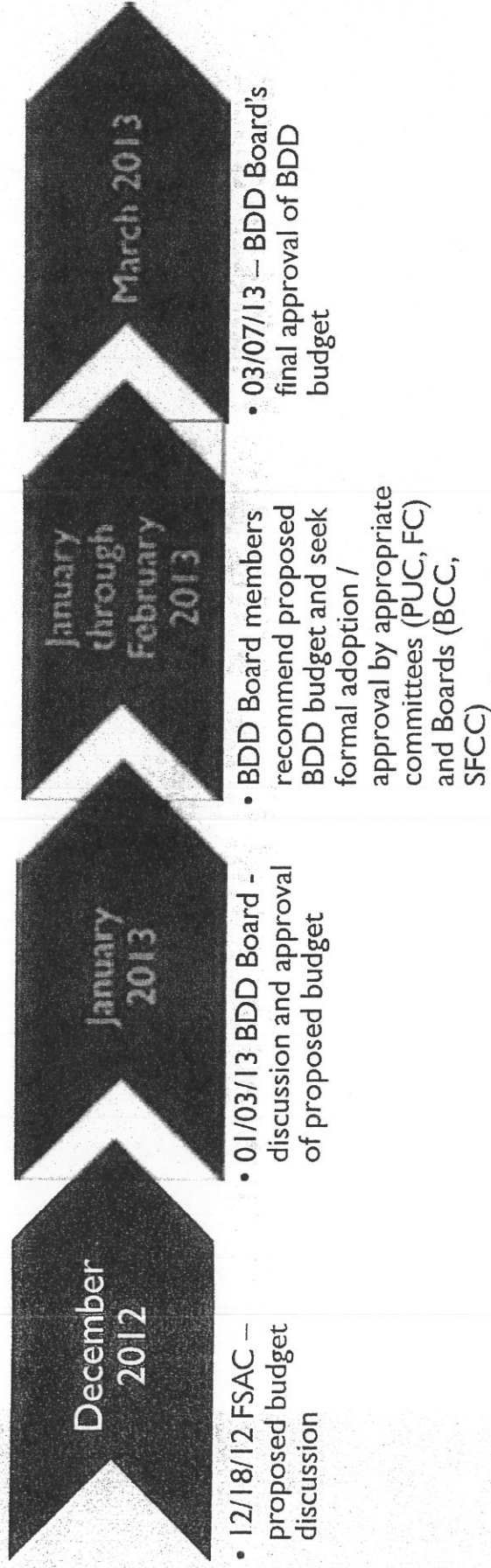
❖ Additional expenditures may be incurred due to unforeseen circumstances such as higher chemical or solids disposal costs due to lowered raw water quality

❖ These potential additional cost are estimated to be \$472,147

❖ If necessary these potential expenditures would be covered by the 90-day cash-on-hand fund



# Anticipated budget approval process





# **Buckman Direct Diversion Project**

**Proposed Annual Operating and Maintenance  
Budget FY2013/14**

## **Questions?**

FY 2013/14

Buckman Direct Diversion Project  
Proposed Annual Operating Budget



Prepared by: Erika Schwender, Interim BDD  
Facilities Manager, and Brian Shelton, BDD  
Business Administrator and Fiscal Manager

## **Buckman Direct Diversion Project**

### **Fiscal Year 2013/2014 Operating and Maintenance Budget**

#### **Chris Calvert**

Chair, Buckman Direct Diversion Project Board  
City Councilor, District 1

#### **Liz Stefanics**

Vice-Chair, Buckman Direct Diversion Project Board  
County Commissioner, District 5

#### **Carmichael A. Dominguez**

City Member, BDD Board  
City Council, District 3

#### **Kathy Holian**

County Member, Buckman Direct Diversion Project Board  
County Commissioners, Vice-Chair, District 4

#### **Consuelo Bokum**

At-Large Member, Buckman Direct Diversion Project Board

#### **Patti Bushee**

City Alternate Member, BDD Board  
City Councilor, District 1

#### **Daniel Mayfield**

County Alternate Member, BDD Board  
Board of County Commissioners, District 1

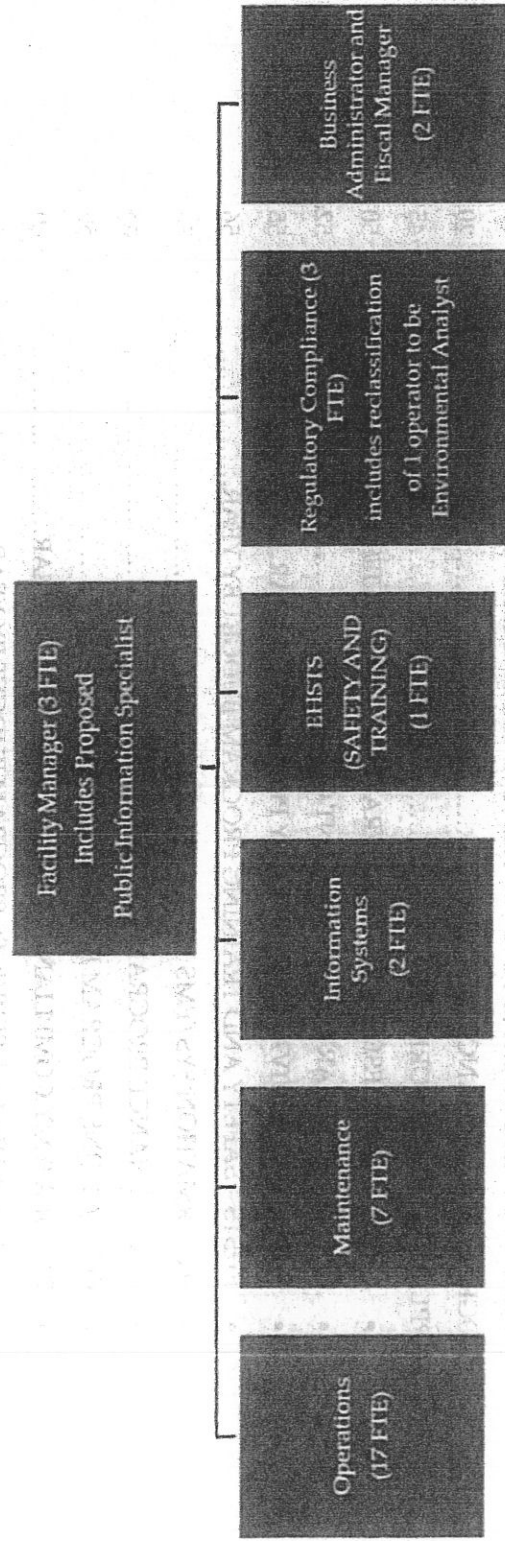
**Erika Schewnder**, Interim BDD Facilities Manager



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



# Buckman Direct Diversion Project (BDDP) Proposed Annual Operating Budget, FY2013/14

## Budget Message

The *Project Management and Fiscal Services Agreement (PMFSA)* requires that the Project Manager submit an Annual Operating Budget, including a 5-year projection, no later than December 15<sup>th</sup> of each fiscal year. With this submittal, the Project Manager requests the Buckman Direct Diversion Board (BDDB) recommend a Fiscal Year 2013-14 Operating Budget of \$7,037,603. The portion of fixed vs. variable costs and the partner share by major expenditure category is:

**BUDGET SUMMARY - PARTNER SHARE OF TOTAL PROPOSED FY2013/14 BUDGET**

Entity	Fixed	Variable	Total	Pct
City of Santa Fe	\$ 3,878,632	\$ 1,334,110	\$ 5,212,742	74.1%
Santa Fe County	\$ 1,269,990	\$ 212,179	\$ 1,482,169	21.1%
Las Campanas Entities	\$ 226,780	\$ 115,912	\$ 342,692	4.9%
TOTAL	\$ 5,375,401	\$ 1,662,201	\$ 7,037,603	100%
Pct	76%	24%		

PARTNER SHARE BY EXPENDITURE CATEGORY				
	City of Santa Fe	Santa Fe County	Las Campanas Entities	Total
Personnel	\$2,242,035	\$734,114	\$165,701	\$3,141,851
Electricity	958,328	159,258	116,169	1,233,755
Chemicals	324,081	50,702	0	374,783
Solids	68,015	9,785	0	77,800
Materials & Supplies	414,754	135,804	14,911	565,469
Other Operating Costs	1,205,530	392,506	45,910	1,643,945
TOTAL	\$5,212,742	\$1,482,169	\$342,692	\$7,037,603

Consistent with previously adopted budgets, this budget includes a request for an annual contribution of \$583,338 to the *Emergency Fund* and \$240,219 to the *Major Repair and Replacement Fund* therefore bringing total funding to \$7,861,160. In this document, tables presenting budget figures will commonly appear as follows:

- Column 1: The revised expenditure budget for FY2011/12
- Column 2: The actual expenditures (unaudited) for FY2011/12
- Column 3: The BDDB adopted budget for FY2012/13
- **Column 4: The proposed budget request under consideration for FY2013/14 for board action.**

The table on the following page presents the budgetary analysis and FY2013/14 proposed budget request by fund and program.

# BUCKMAN DIRECT DIVERSION REGIONAL WATER PLANT

\*UNAUDITED RESULTS FY2011/12 ENDED JUNE 30, 2012 - ACCRUAL BASIS - BEST ESTIMATES

	(1)	(2)	(3)	(4)
	FY2011/12 Revised Budget	FY2011/12 Unaudited Actual Estimate Year Ended 6/30/12	FY2012/13 Adopted Budget	FY2013/14 Proposed Budget
<b>Reimbursement Revenues by Fund:</b>				
BDD Operating 7280000	\$ 8,868,402	\$ 8,780,577	\$ 8,464,512	\$ 7,037,603
BDD Repair and Replacement 7415	171,593	167,213	411,812	240,219
BDD Emergency Reserve Fund 7416	416,662	372,710	1,000,000	583,338
<b>Total Revenues by Fund</b>	<b>\$ 9,456,657</b>	<b>\$ 9,320,500</b>	<b>\$ 9,876,324.20</b>	<b>\$ 7,861,160</b>
<b>Expenditures by Program:</b>				
Administrative Services	\$ 1,032,677	\$ 751,576	\$ 1,044,831.68	\$ 925,330
Safety and Training (EHSTS)	298,915	239,668	342,015	351,757
Information Systems	412,161	160,551	426,682	341,053
Maintenance	1,401,273	819,725	1,369,564	1,194,195
Operations	5,063,699	3,434,502	4,630,971	3,576,576
Regulatory Compliance	659,676	434,873	650,448	648,691
<b>Total Expenditures by Program</b>	<b>\$ 8,868,402</b>	<b>\$ 5,840,895</b>	<b>\$ 8,464,512.20</b>	<b>\$ 7,037,603</b>
<b>Operational Efficiencies</b>				
Total gallons delivered in 1,000's	1,743,209	1,811,940	1,948,100	2,199,000
Total Cost per 1,000 gallons	\$ 5.09	\$ 3.22	\$ 4.35	\$ 3.20
Chemical Cost per 1,000 gallons	\$ 0.26	\$ 0.21	\$ 0.25	\$ 0.17
Electric Cost per 1,000 gallons	\$ 0.98	\$ 0.58	\$ 0.73	\$ 0.56
<b>Monthly "Burn Rate" (Avg. Exp/Month)</b>	<b>\$ 739,033</b>	<b>\$ 486,741</b>	<b>\$ 705,376.00</b>	<b>\$ 592,017</b>



### Potential Operating Budget Shortfalls

On December 17, 2012, financial professionals from the City of Santa Fe, Santa Fe County, and the three Las Campanas entities met with BDD management, and it was agreed that additional operating funding in the amount of \$472,147 may be required in the event of unforeseen operating conditions or permitting requirements which would exhaust proposed line items for landfill tipping fees, electric usage, chemicals, materials, and contractual services. The BDD staff recommends that the BDD Board pre-authorize, with the adoption of this budget, the immediate release of this additional cash in the event that the money is needed. Notification of the need will occur via staff memo presented to the BDD Board during its normal monthly business meeting.

A separate contingency fund will not be established as staff considers that to be an unnecessary step. If needed, the \$472,147 will not come from pre-bills, and this amount will be a set-aside from 2 sources of existing cash within the BDD Operating Fund: (1) a \$351,715 reduction in the 90-day cash-on-hand target for the BDD operating fund; and (2) \$120,431 in current operating credits. Both sources are in accordance with the Working Capital and Billing Policy adopted by the BDD Board on November 1, 2012. The policy additionally provides that if the actual costs ever exceed pre-bills that these additional amounts are due and payable.

- **Source 1: BDD Operating Fund Annual Cash-on-hand Target**

With the adoption of the proposed FY13/14 budget of \$7.037 million, the 90-day cash-on-hand target for the BDD operating fund would be \$1,735,299 which is \$351,715 less than the FY12/13 90-day cash-on-hand target of \$2.087 million.

- Source 2: Operating Credits Accrued in the BDD Operating Fund  
The remaining balance of \$120,431 needed to arrive at the \$472,147 will most likely be available from operating credits due to the partners at the end of FY12/13. An operating credit occurs when the cash paid on the pre-bills exceeds the actual costs of running the plant.

#### Calculation of the Additional Funding by Partner

The following 4 tables present exactly how the \$472,147 was calculated and how it will be shared among the partners in the event the extra cash is required. Table A presents a summary by partner for subtotals in Tables B, C, and D. Table B presents variable costs. Table C presents fixed costs for separate City/County facilities, and Table D presents project wide costs for shared facilities.

TABLE A

<u>Proposed Allocation of Operating Fund Set-aside</u>				
	City		County	
				Total
	\$	389,358	\$	75,009
		82.47%		15.89%
				100%

TABLE B

<u>Proposed Variable Cost Portion of the Estimated Set-aside</u>				
	City	County	LC	Total
Variable Landfill Tipping Fees	175,370	20,815	-	196,185
Variable Chemicals	17,829	1,896	-	19,725
Variable Electric on RWLS, BS1A, BS2A	55,658	6,282	2,959	64,900
<b>Subtotal</b>	<b>248,857</b>	<b>28,993</b>	<b>2,959</b>	<b>280,810</b>

TABLE C

<u>Fixed Cost Portion of the Estimated Set-aside for Separate Facilities</u>			
	<u>City</u>	<u>County</u>	<u>Total</u>
Materials and Supplies	6,603.00	2,162.00	8,765.00
Subtotal	6,603.00	2,162.00	8,765.00

TABLE D

<u>Fixed Cost Portion of the Estimated Set-aside for Projectwide Activities</u>				
	<u>City</u>	<u>County</u>	<u>LC</u>	<u>Total</u>
Contractual Services	61,310.00	20,080.00	2,207.00	83,597.00
Materials and Supplies	72,588.00	23,774.00	2,613.00	98,974.00
Subtotal	133,898.00	43,854.00	4,820.00	182,572.00

The figures presented in Tables A through D were based on study and analysis of nineteen (19) months of actual invoiced expenditures for the specific line items. The analysis was presented to the attendees of the December 17, 2012 meeting.

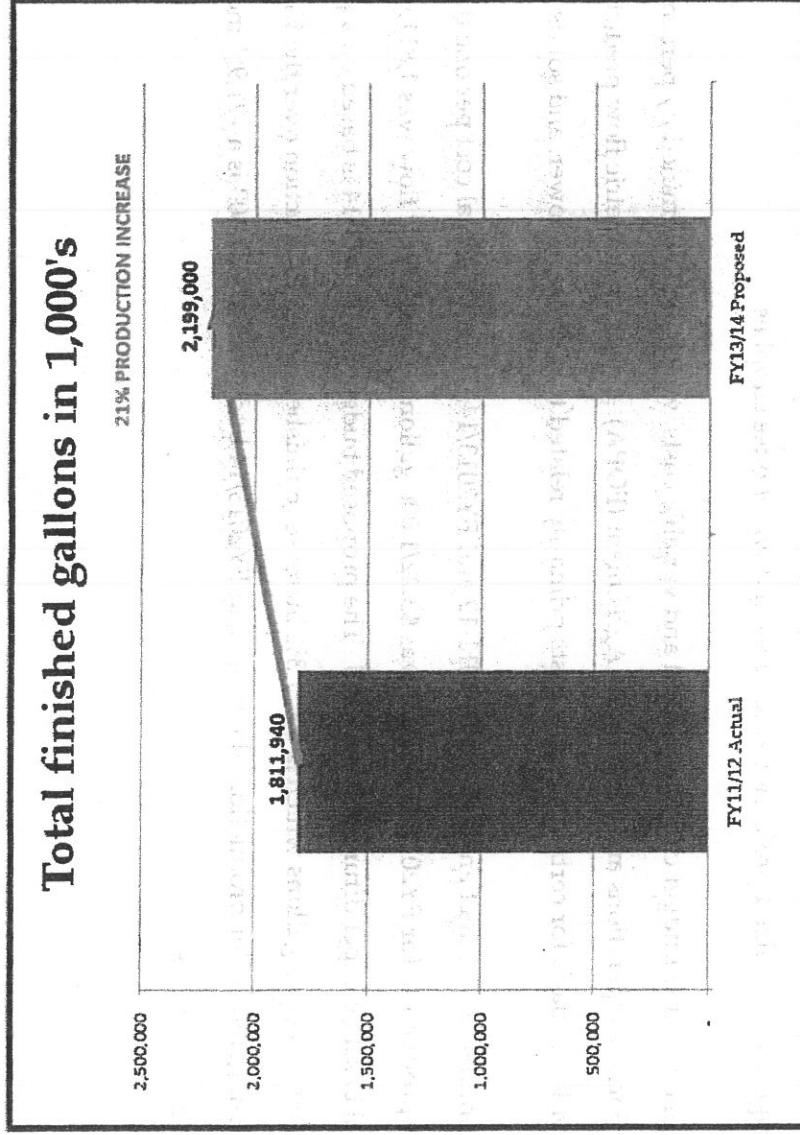
#### Budget Summary and Analysis

The budget development for FY2013/14 has presented many challenges and opportunities for the Buckman Direct Diversion Project (BDDP) staff to closely collaborate with the County of Santa Fe, City of Santa Fe, and the three Las Campanas entities. As discovered during the beginning of FY2012-13, the BDDP's actual expenditures for FY2011/12 (\$5,840,895) were \$3,027,507 lower than the approved budget for FY2011/12 (\$8,868,402). Closing this gap has been a prime consideration in developing the BDDP's budget for FY2013/14. The BDDP actively collaborated with its partners on

the development of this budget and, due to valuable discussions, was able to significantly decrease its proposed budget for FY2013/14. One of the biggest challenges in the budget development of a start-up facility is the lack of operating history. Without this data, predictions are mostly based on modeling and assumptions, which in the past has resulted in a significant difference between the approved budget and the actual expenditures. While the BDDP has significantly reduced expenditures, such as for chemicals, solids management, and power, it was also necessary to include several new expenditures, which had not been included in previous operating budgets. The majority of these expenditures are due to the fact that most of the BDDP's warranty coverage on equipment will expire in April 2013, which will require new, additional coverage on specialized professional services and warehouse supplies.

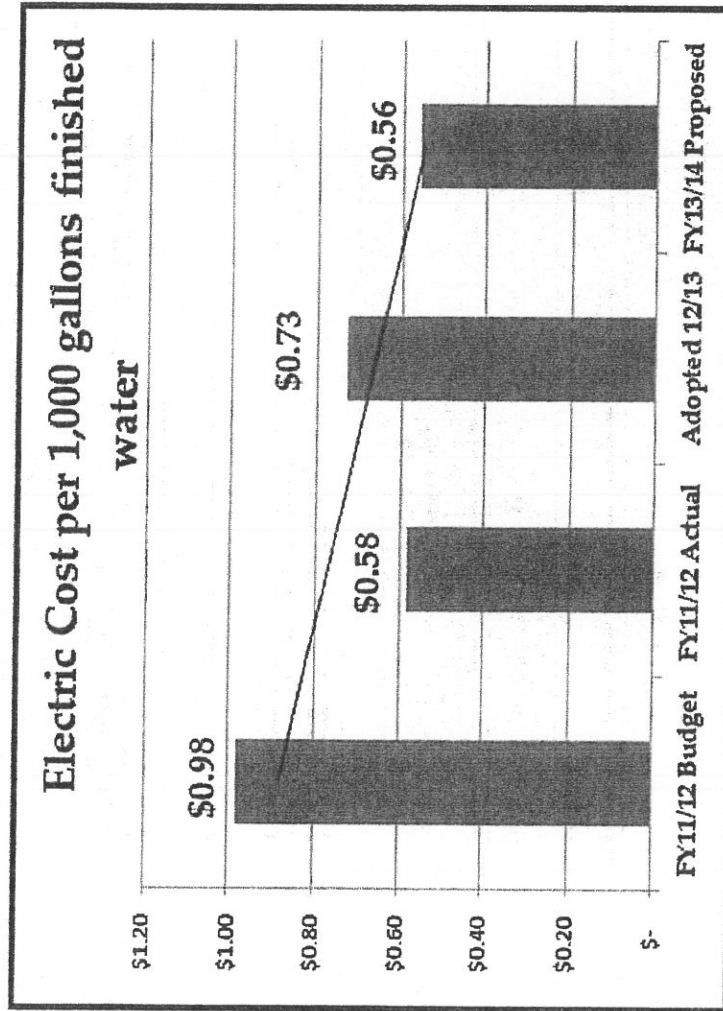
The BDD's annual operating budget consists of fixed and variable costs, which are determined by percentage allocations contained in the Facility Operations and Procedures Agreement (FOPA). Annual volumetric flow predictions provided by the partners provide the basis for certain variable costs primarily related to chemicals, power, and solids management.

The BDDP has completed a budget analysis for FY2011/12 and FY2013/14. The total actual cost per one thousand gallons of finished water production for FY2011/12 budget was \$3.22/1,000 gallons, and the total flow was 1,811,940,000 finished gallons, for a total baseline expenditure of \$5,840,895. The proposed budget for FY2013/14 is based on a proposed total flow of 2,199,000,000 finished gallons which is a +21.3% increase in finished water production over the FY2011/12 water call. In line with budgeted water production, the proposed FY2013/14 budget of \$7,037,603 is a +21.9% increase over FY2011/12 actual expenditures.



The BDD's budget development utilizes several complex engineering models to determine solids management, power, and chemical costs, which make up 26% of the total FY2013/14 proposed budget. Variable costs are associated with the amount of water delivered and are closely related to raw water quality. Raw water carrying elevated levels of solids require increased chemical dosing, create increased maintenance activities, and result in greater solids management costs. Power costs are directly influenced by varying on-peak and off-peak rates. Current partners' requests resulted in a

modification of the BDD's operational policy to assure adequate raw water supply to Las Campanas during prolonged periods of impaired river water quality as frequently experienced during monsoon season. This new approach has the potential to significantly increase the overall number of hours of on-peak pumping and may result in increased power expenditures.





Tabular presentation of the budget items for FY2013/14 requested in addition to last year's actual expenditures:

BUDGET SUMMARY of SIGNIFICANT CHANGES FROM FY11/12 ACTUAL TO FY13/14 PROPOSED			
TOTAL FY2011/12 ACTUAL		\$ 5,840,895	
(1) Program	(2) Description	(3) Dollar Change	(4) Percentage Change
OPERATIONS	Increased electric power requirements due to 21% increase in water call	\$ 194,336	3.3%
OPERATIONS	Operations: costs of maintaining and calibrating instrumentation, previously covered by warranty agreements	75,000	1.3%
OPERATIONS	Install a mixing and monitoring system in the Finished Water Tank, which is necessary to prevent short circuiting in the tank, and will allow operations to make more accurate and timely adjustments to control pH and chlorine levels of the finished drinking water	70,000	1.2%
OPERATIONS	Operators: overtime budget	40,000	0.7%
OPERATIONS	Increase in parts and supplies to perform maintenance	30,010	0.5%
OPERATIONS	Training 3 new operators to meet BDD requirements, ongoing certification	26,000	0.4%
OPERATIONS	Increased solids landfill tipping fees due to 21% increase in water call	13,504	0.2%
OPERATIONS	Operations: professional tank inspection on the Finished Water Storage Tank	5,500	0.1%
OPERATIONS	Purchase of AWWA Standards on CD	2,000	0.03%
MAINTENANCE	As facilities and equipment roll off of warranty coverage, this is for anticipated increases in supplies and parts to perform repairs	131,392	2.2%
MAINTENANCE	Equipment and machinery to fix the valve exerciser	55,000	0.9%
MAINTENANCE	Maintenance: Mechanical contractor for emergency repair of mechanical and electrical equipment coming off of warranty	50,000	0.9%
MAINTENANCE	Maintenance: Install new sampling port and return line, install new hydrant at the Pre-set basin, and perform emergency line repair	40,000	0.7%

(1) Program	(2) Description	(3) Dollar Change	(4) Percentage Change
MAINTENANCE	Inventory exempt purchases of replacement tools and instrumentation	25,000	0.4%
MAINTENANCE	Capital outlay for systems equipment to improve the sed separator	20,500	0.4%
MAINTENANCE	Maintenance: Flow meter certification	18,000	0.3%
MAINTENANCE	Maintenance: Increased grounds keeping requirements throughout the facilities	17,000	0.3%
MAINTENANCE	Various contracts for crane certifications, cathodic protection and tank inspections	10,000	0.2%
MAINTENANCE	New tires for the trucks	3,600	0.1%
INFORMATION SYSTEMS	Information Services: The BDDP's reporting and data management capabilities have been limited by the current software systems. The BDDP has neither a Water Information nor a Laboratory Information Management System (WIMS, LIMS) in place. The BDDP is in the process of researching a better, more comprehensive and robust data management system.	54,004	0.9%
INFORMATION SYSTEMS	Information Systems: Perform upgrades to instrumentation and control systems coming off of warranty.	36,500	0.6%
INFORMATION SYSTEMS	Information Systems: Computers, telephones, and furnishings for new positions	9,000	0.2%
FACILITY MANAGEMENT	Facility Manager: Leadership and strategic planning training	12,500	0.2%
FACILITY MANAGEMENT	Facility Manager: Advertising vacant positions and requests for proposals	9,000	0.2%
SAFETY AND TRAINING	Environmental, Health, Safety, Transportation, and Security Program: costs associated with hazardous materials and emergency response training not included in previous budget	3,500	0.1%
REGULATORY COMPLIANCE	1 proposed new FTE Public Information Specialist	94,000	1.6%
REGULATORY COMPLIANCE	Increase to SWAC contract for Aquatic and Geomorphic Monitoring for NPDES offset by eliminating requirement to budget the Water Conservation Fee of \$66K.	15,649	0.3%
REGULATORY COMPLIANCE	Purchase of IC, other lab instrumentation and autosamplers	30,000	0.5%
REGULATORY COMPLIANCE/FACMGR	New cell phones and cell services for Public Info Spec. and Environmental Compliance Analyst	2,700	0.05%



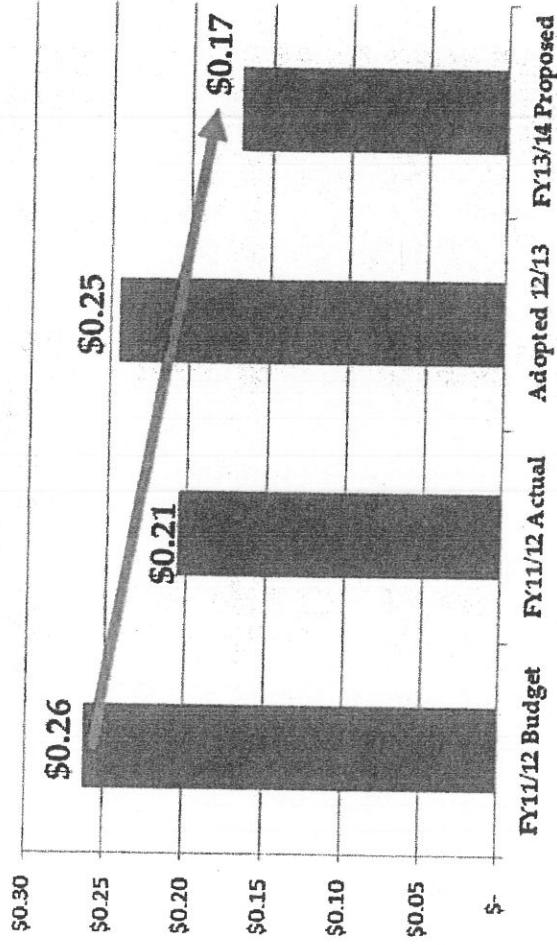
(1) Program	(2) Description	(3) Dollar Change	(4) Percentage Change
ACCOUNTING AND BUDGET	1 prior year approved FTE "Fiscal Analyst" to support budget checking, procurement and accounting activities.	98,000	1.7%
ACCOUNTING AND BUDGET	Increase in office supplies for copier/print contract	3,000	0.1%
ACCOUNTING AND BUDGET	Maintenance contract for 2 new color copier/printer mpis.	2,013	0.03%
	Total 2013/14 Budget Increase Over FY2011/12 Actual	\$ 1,196,708	21.9%
	<b>TOTAL FY2013/14 BUDGET REQUEST</b>	<b>\$ 7,037,603</b>	

Annual volumetric flow predictions provided by the partners provide the basis for certain variable costs primarily related to chemicals, power, and solids management. Chemical costs per 1,000 gallons finished drinking water are projected to be considerably less in FY2013/14 than in prior years.

Water calls in acre-feet (acre feet) by Partner and year

Volumetric flow	City	County	Raw water Las Campanas	Total	Budget delivered	% Increase
FY2011/12	4,765.10	436.18	150.37	5,351.65	98%	N/A
FY2012/13	4,677.75	714.49	589	5,981.24		12%
FY2013/14	5,236.46	819.24	695	6,750.70		13%

## Chemical Cost per 1,000 gallons finished water



While the BDD has significantly reduced expenditures for chemicals, solids management, and power, it was also necessary to include several new expenditures, which were not included in previous operating budgets. These additional expenditures are mostly due to the fact that the BDD's warranty coverage on equipment will expire in April 2013, which will require new additional coverage on specialized professional services and warehouse supplies previously covered by contractually warranty.

Tabular presentation of expenditures and proposed budget request by line item category:

## BUCKMAN DIRECT DIVERSION REGIONAL WATER PLANT

\*UNAUDITED RESULTS FY2011/12 ENDED JUNE 30, 2012 - ACCRUAL BASIS

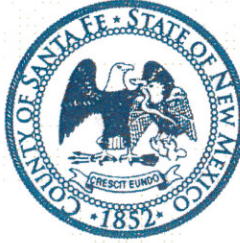
	(1)	(2)	(3)	(4)
	FY2011/12 Revised Budget	FY2011/12 Unaudited Actual Estimate Year Ended 6/30/12	FY2012/13 Adopted Budget	FY2013/14 Proposed Budget
<b>Expenditures by Line Item:</b>				
Salaries and Wages	\$ 1,999,941	\$ 1,981,294	\$ 2,042,681.42	\$ 2,059,378
Overtime	196,285	161,326	198,817	217,532
Benefits and Payroll Taxes	1,319,326	875,460	1,360,594	864,941
Contractual Services	1,093,034	552,598	1,043,920	1,016,211
Utilities	1,795,204	1,074,462	1,443,961	1,268,798
Communications	30,305	16,987	21,420	25,540
Landfill Tipping Fees & Solid Waste	511,508	64,296	615,462	77,800
Chemicals	459,542	373,396	478,245	374,783
Materials and Supplies	989,747	368,590	645,874	575,469
Water Conservation Fee	-	-	60,209	-
Software	36,358	30,779	35,000	55,700
Books/Subscriptions/Periodicals	5,300	3,699	5,745	4,350
Gasoline and Fuel	32,406	17,663	22,000	22,000
Insurance	172,500	182,033	205,650	187,590
Registration	6,180	615	6,180	6,180
Employee Training and Tuition	17,900	8,869	17,500	31,000
Advertising	1,288	(1,028)	9,500	11,950
Rental	45,396	12,873	7,000	83,000
Instate travel	-	-	-	3,000
Capital Outlay/Inventory Exempt	63,420	29,189	102,000	82,700
Fiscal Charges	92,764	87,793	142,754	69,681
<b>Total</b>	<b>\$ 8,868,402</b>	<b>\$ 5,840,895</b>	<b>\$ 8,464,512</b>	<b>\$ 7,037,603</b>



**Daniel "Danny" Mayfield**  
Commissioner, District 1

**Miguel Chavez**  
Commissioner, District 2

**Robert A. Anaya**  
Commissioner, District 3



**Kathy Holian**  
Commissioner, District 4

**Liz Stefanics**  
Commissioner, District 5

**Katherine Miller**  
County Manager

## ***MEMORANDUM***

**DATE:** *January 29, 2012*

**TO:** *Board of County Commissioners*

**FROM:** *Adam Leigland, Public Works Department Director*

**VIA:** *Katherine Miller, County Manager*

**ITEM AND ISSUE:** *BCC Meeting January 29, 2013*

A PRESENTATION OF THE FINAL RECOMMENDATIONS FOR THE VOLUNTEER PROGRAM FOR OPEN SPACE AND TRAILS FROM THE COUNTY OPEN LANDS, TRAILS, AND PARKS ADVISORY COMMITTEE (COLTPAC). (PUBLIC WORKS/ADAM LEIGLAND)

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**BACKGROUND AND SUMMARY:**

On June 26, 2012 the Santa Fe Board of County Commissioners passed Resolution No. 2012-80. This resolution recognized the potential for volunteers from the public to help with the development and maintenance of County Open Spaces, Trails and Parks. The resolution charged the County Open Lands, Trails, and Parks Advisory Committee (COLTPAC) with: 1) review of local, state, and regional programs that utilize volunteers in government programs or services, and 2) development and presentation to the BCC of a volunteer plan for the Santa Fe County Open Space and Trails Program. In addition, the resolution asked that the BCC consider the recommendations when determining action at the midyear of FY13 in order to implement an open space volunteer program.

COLTPAC formed a subcommittee consisting of 3 members: Michael Patrick, Judy Kowalski, and Melissa Houser, to research other successful volunteer programs and to synthesize this work into a report with specific recommendations for Santa Fe County. At a special meeting of COLTPAC on December 13, 2012, the Committee approved the final draft of the report on the recommendations to the Board. COLTPAC, through its subcommittee, is now prepared to present these recommendations to the BCC. A copy of their report is attached here.

**ACTION REQUESTED:**

Staff requests that the BCC accept the recommendations of COLTPAC regarding a volunteer program for County Open Space and Trails and that these recommendations be considered during the midyear FY13 budget discussions.

RECOMMENDATIONS FOR A VOLUNTEER PROGRAM FOR  
SANTA FE COUNTY OPEN LANDS, TRAILS AND PARKS  
BY COUNTY OPEN LANDS, TRAILS AND PARKS ADVISORY COMMITTEE  
(COLTPAC)  
TO SANTA FE COUNTY BOARD OF COUNTY COMMISSIONERS  
January 29, 2013

In June, 2012, the Board of County Commissioners (BCC) passed Resolution No. 2012- 80. This Resolution requested COLTPAC to review existing local, state and regional volunteer programs and develop recommendations for BCC for a volunteer plan for Santa Fe County Open Space and Trails Program. It further directed that BCC would consider COLTPAC's recommendations and determine possible action at midyear of the FY2013 budget to implement a volunteer program.

COLTPAC believes that the establishment of a robust volunteer program to support the County's Open Space, Trails and Parks Program could achieve the following objectives:

1. Provide a cost-effective way to supplement the resources currently available to maintain and monitor the program's properties beyond what can be done with program staff by making use of the array of nongovernmental organizations and the talented volunteer pool within the County;
2. Build greater public awareness of, and create more advocates for, the Open Space, Trails and Parks Program.; and
3. Provide additional opportunities for Santa Fe County residents to participate in and benefit from the open space, trail and park properties that have been acquired and created by BCC and the Program.

As a result of the Resolution, a subcommittee of COLTPAC was formed to look at current volunteer programs for open space, parks, and trails for a number of governments in New Mexico (including Bernalillo County, City of Albuquerque Open Space and New Mexico State Parks) in addition to other programs around the country, including Maricopa County (Arizona) and Los Angeles County (California), among others.

Based on a review of the experiences of these other programs and their application to Santa Fe County's program and properties, COLTPAC makes the following recommendations for the establishment of a volunteer program. We believe that these five broad recommendations will provide a foundation for establishing an effective program to further the objectives stated above:

1. Hire a full-time Volunteer Coordinator, or Volunteer Program Manager:
2. At the outset, establish clear policies regarding the operation of the program and the appropriate roles of the volunteers, as well as a risk management policy to address liability issues of concern for the County.
3. Partner with existing volunteer organizations ("Grass Tops") with complementary objectives to initiate the program.
4. Develop targeted training programs for new volunteers to provide clear direction on expectations and appropriate volunteer activities.
5. Recognize the importance of good recordkeeping on volunteer contributions to establish the value of the program and initiate recordation of volunteer contributions from the program's inception.

We believe that an open space and trails volunteer program will grow organically over time to fit the specific needs of the program and the volunteers. The recommendations outlined below should help with startup of the program, and we believe that many of these can be implemented during the first two years of the program provided that adequate resources (including a full-time volunteer coordinator position) are provided.

Many of the other program managers that we spoke with would welcome inquiries about their programs and experiences, and have already provided much information that may be useful in forming Santa Fe County's program. A list of those contacts and the information compiled by COLTPAC is provided at the end of these recommendations.

**Volunteer Coordinator Position:** We believe that a dedicated volunteer program coordinator will play a vital role in the initial development of the volunteer program and the administration of the program over time. Although varying in the specific duties of the position, all of the volunteer programs that we examined had taken



the step of having a full-time dedicated volunteer coordinator, and they report that this decision was a major milestone for creating a successful volunteer program.

COLTPAC would like to recognize and endorse BCC's decision made earlier this year to establish and fund such a dedicated volunteer position, thereby demonstrating the County's tangible commitment to a successful volunteer program.

The role of volunteer coordinator should include:

- Recruitment and selection of volunteers
- Orientation and training of new volunteers
- Serve as main point of contact for volunteers and partner groups
- Management and administration of the program
- Management of safety and risk mitigation (insurance, waivers, etc.)
- Rewards and recognition
- Measure program effectiveness

Importantly, the coordinator should work closely with the other open space staff to understand the needs for all of the program's properties (see attached list of Santa Fe County Open Space properties).

It is crucial to mention that the volunteer coordinator should not be expected to supervise all of the volunteer work that goes on. Volunteer program managers with whom we consulted identified a variety of ways to allocate this responsibility amongst other available staff, for example, park supervisors.

### **Policies and Risk Management**

All of the established volunteer program managers with whom we consulted stressed the importance of risk management and decreasing the risk of liability in a program. This includes procedures that must be put in place to reduce the likelihood that a volunteer will be the source of a lawsuit.

A comprehensive set of policies and procedures are an extremely important part of a volunteer program, providing overall guidance and direction to the program participants (whether staff, management, or volunteers) and setting a framework for the volunteer program. It is useful to establish the policies and procedures before enlisting the program volunteers. All of the programs we reviewed had some form of a volunteer policy manual that was provided to staff and volunteers. The manuals typically address volunteer registration, required background checks for volunteers (if any), orientation and training, and a description of typical volunteer activities. Similar to a company's

employee handbook, such a document is vital to set clear expectations and provide clear guidelines to staff and volunteers. Another important element of these policies and procedures is volunteer waiver forms to address potential liability issues associated with volunteers working on County property. The volunteer coordinator should be prepared to spend a significant amount of time at the outset of the program developing volunteer policies with County Management and the County Attorney, since these will serve as an important foundation for the program.

A good source of background information on policies and procedures and risk management can be found in the National Association of Counties' Volunteer Toolbox, which devotes an excellent chapter to the topic of "Volunteer Liability/Legal Issues".

**Typical Volunteer Activities:** A well-managed volunteer program should make a clear distinction between those activities appropriate for volunteers and those that should be undertaken only by County staff. This will assist in the development of risk management policies. COLTPAC recommends the following activities for volunteers: 1) fund raising and special events planning; 2) routine stewardship; 3) Site Watch and cultural properties monitoring; 4) interpretive programs and docent led tours; 5) simple trail building and riparian restoration; 6) social media access; and 7) general outreach. It should be emphasized that volunteers are not a substitute for staff. Only staff with the necessary training, skills, and certifications can undertake activities such as law enforcement, heavy equipment operation, facility maintenance, heavy construction, management of trail building and riparian restoration activities; management of interpretive/outreach activities; and management of cultural and natural resources.

**Use of Volunteers - Partnering with Existing Organizations:** One of the most effective ways to establish a volunteer base is what we refer to as a "grass tops" approach. This entails the use of existing organizations – such as nonprofits and college groups - to carry out projects for County open space and trails properties. Santa Fe County has already had some experience with such groups, such as Santa Fe Watershed Association, for restoration activities on the Santa Fe River, and the Trails Alliance of Santa Fe, for trail construction on the recently acquired La Piedra property.

Advantages of the grasstops approach include:

- (1) Tapping into existing organizations with specific, complementary missions seeking worthwhile projects that are highly motivated (by reputation, demonstrating their effectiveness to donors, etc.) to be successful;



- (2) Taking advantage of already trained, experienced and motivated staff and volunteers;
- (3) Ease of coordination, because Santa Fe County staff are able to deal with one point of contact for numerous volunteers; and
- (4) The possibility of accessing already available funding (for equipment and supplies) and insurance coverage for their volunteers.

In this context, other programs such as Maricopa County Parks and Recreation recommend making (and updating) a comprehensive needs assessment of the County program for both specific properties (capital projects, resource assessments, master planning, monitoring, and maintenance) and the overall program. Such an assessment can then be shared with potential partners and also with outside advisors, such as COLTPAC members, to match up potential partner organizations with the needs and opportunities for the open space and trails program.

In addition to the more obvious organizations that can provide volunteers for trail construction and maintenance and river restoration activities, COLTPAC members are aware of other programs offering volunteer assistance in a variety of other specialties such as open space master planning, cultural site protection and natural history interpretation, which should all be considered for Santa Fe County's program.

**Targeted Volunteer Training for Individual Volunteers:** Although working one-on-one with volunteers is more time intensive than the grass tops approach described above, there are some real opportunities for Santa Fe County's program. We believe that a key is finding meaningful ways for volunteers to contribute to the program that do not require an inordinate amount of staff time to administer.

The City of Albuquerque's Open Space was recommended by The Trust for Public Land's Center for City Park Excellence as having a strong volunteer program, in addition to being similar in size and types of resources managed by Santa Fe County's program. We would like to recommend the following ideas, borrowed from City of Albuquerque, which also work for other similar programs.

First, we really like the "Trail Watch" program used by City of Albuquerque Open Space and described as the "backbone of their volunteer program." This consists of a group of volunteers who are frequent users of the trails and who serve as the eyes and ears for the Open Space program. Duties of these volunteers include reporting issues with trail conditions, reporting illegal activities (graffiti, dumping, etc.) and monitoring trail

use. The volunteers start with a training program of several hours, which covers their role, how to approach different situations they may encounter, and how to report problems. The City has over 100 active volunteers in the program contributing a minimum of 25 hours per year. Trail Watch also serves as a stepping stone to other volunteer activities (such as 'Adopt an Open Space') and is a good way to identify committed volunteers before additional investments of time and training are made in them.

Second, organized annual workdays that are repeated every year for particular resources and places have been very successful for Albuquerque's program. These work days include National Trails Day, National River Cleanup, Dia del Rio, Make a Difference Day and April Spring Foothills Cleanup, all with numerous sponsors for each workday. For a description of these workdays (and also an example of a good volunteer webpage) see <http://www.cabq.gov/parksandrecreation/programs-lessons/open-space/volunteer>

Finally, an 'Adopt an Open Space' program may be important for certain properties. One example is the new Edgewood open space and equestrian facility. Because of its distance from Santa Fe, this property may present more challenges for County staff to operate than other properties closer to Santa Fe. A group of volunteers from the Edgewood area, such as local equestrians who are well organized and motivated to support the facility's operation, could be a tremendous resource for keeping an eye on that park. Often local groups are happy to take "ownership" of their community open spaces.

We would also like to note Bernalillo County's "Master Naturalist" initiative, started in 2010, in which selected volunteers are provided with a series of specialized trainings and workshops to become "citizen-scientists" in return for a commitment of at least forty (40) hours of service. Although we believe such a program may be beyond the scope of early volunteer offerings for Santa Fe County's program, it may be an interesting area for future growth and is indicative of a trend towards 'citizen-scientist' programs. [see Citizen Science Program Conservation Trust of Puerto Rico, *Citizen Science Program: Our Experience 2008-2010*]

### **Establish Good Recordkeeping and Information Dissemination Methods:**

Keeping good records of volunteer contributions, particularly time provided by individual volunteers, is critical. One benefit is the ability to motivate the volunteers, through recognition opportunities (e.g. shirts, hats, etc. for certain levels of commitment)

and also to easily identify those volunteers that are making outstanding contributions to the program. Another benefit is to provide elected officials and management of the County with a measure of the effectiveness of the volunteer program in ways that are both quantitative (such as total hours volunteered and the estimated value of this time) and qualitative. Many programs track this time manually through written logs; however, we believe that the use of online tools would be a much more efficient method.

A dedicated volunteer website is recommended and common for many of the open space, parks and trails volunteer programs that we reviewed (samples are included in the contacts of other programs provided at the end of these recommendations). Such a site is also probably one of the best recruitment tools available, especially for individual volunteers looking for opportunities. Volunteer websites typically include enrollment or application forms, updates on volunteer opportunities, and a volunteer policy manual, and more generally serve as an easy way for the public to find out how to volunteer through a simple internet search. A good site could also provide efficient ways for volunteers to report issues and observations (refer to the Trail Watch program) to staff and to track their volunteer hours.

A modest budget for the volunteer program, in addition to the volunteer coordinator position, is needed for recognition gifts, tools (gloves, shovels, etc.), workdays (lunch, snacks, drinks) and other events. Many programs have an annual volunteer recognition/appreciation event. Los Angeles County, as one example, makes an adult and teen volunteer of the year award in addition to recognizing volunteers that serve at certain levels starting at 1,000 hours of service, whereas many other programs start the recognition at more modest levels of service.

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COLPTAC is pleased to have this opportunity to provide input and recommendations for a volunteer program for Santa Fe County's Open Space and Trails Programs, and strongly endorses such a program.

#### Attachments

- Available resources from other volunteer programs
- Contact information for other volunteer programs

The following information was collected by COLPTAC from other volunteer programs as part of this work, and is available to Santa Fe County.

**City of Albuquerque Open Space**

Notes from call with City's Jim Sattler  
Volunteer Information Form  
Adopt an Open Space Group Report  
Trail Watch Volunteer Worksheet

**New Mexico State Parks**

Numerous volunteer forms  
Also they are updating volunteer policy manual, and can provide when completed.

**Los Angeles County Parks and Rec**

Volunteer Manual (includes application form, time log form)  
Summary of "Best Practices"

**Maricopa County (Arizona) Parks and Recreation**

Volunteer Handbook  
Volunteer application form  
Notes from conversation with Don Usery, former volunteer coordinator  
Job posting for volunteer coordinator position

**Iowa State Parks**

Volunteer Code of Conduct  
Liability Waiver Form  
Volunteer Participation Agreement  
Volunteer Log

**Mecklenburg County (NC) Parks and Rec**

Volunteer Services Operational Manual  
Volunteer Services Orientation Book  
Volunteer Enrollment Form

**Barrington County Land Conservation Trust**

Volunteer Handbook

**Other Information**

National Association of Counties Volunteer Toolbox  
Colorado State Parks Volunteer Program Strategic Plan 2006-2010  
Volunteer Program Planning

Contacts for other volunteer programs that we received input from:

City of Albuquerque Open Space

Jolynn Maestas

Volunteer Coordinator

[jmaestas@cabq.gov](mailto:jmaestas@cabq.gov).

<http://www.cabq.gov/parksandrecreation/programs-lessons/open-space/volunteer>

New Mexico State Parks, Santa Fe Office

Darcy Schalip 476-3391

Bernalillo County Open Space

<http://www.bernco.gov/get-involved-3998/>

Maricopa County Parks & Recreation Dept.

234 N. Central Ave, Suite 6400

Phoenix, AZ 85004

Dan Wilson

Volunteer Coordinator

(602) 525-3004.

<http://www.maricopa.gov/parks/volunteer.aspx>

Los Angeles County

Manny Moreno

(name from Russ Guiney, Director of Parks and Rec)

Department of Parks and Recreation

Volunteer Coordinator

510 South Vermont Avenue

Los Angeles, CA 90020

(213) 351 8986 office

[manmoreno@parks.lacounty.gov](mailto:manmoreno@parks.lacounty.gov)

Iowa State Parks

Linda King

DNR Volunteer Program Coordinator

Wallace State Office Building

502 East 9th Street, Fourth Floor

Des Moines, IA 50319

515-242-5074

[http://www.facebook.com/?sk=welcome#!/iowadnr.volunteers?bookmark\\_t=page](http://www.facebook.com/?sk=welcome#!/iowadnr.volunteers?bookmark_t=page)

Mecklenburg County Park and Rec (Charlotte, NC)

Lori Saylor

Volunteer Service / Special Events Coordinator

5841 Brookshire Blvd

Charlotte, NC 28216

704-353-0504

<http://charmeck.org/mecklenburg/county/ParkandRec/Pages/Volunteer.aspx>



# Status of Santa Fe County Open Space Properties

11/27/2012

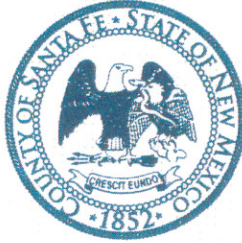
Name	Acres	Acquired	Mandate/Purpose	Status
Santa Fe Rail Trail	29.1	10/15/1997	Santa Fe County Land Use Planning/Rail with Trail	Open
Cerrillos Hillis State Park	1098.2	1/21/2000	Open Land and Trails Plan/Cultural-Historic Resources	Open
Madrid Open Space	57.3	2/15/2000	Open Land and Trails Plan/Cultural-Historic Resources	Open
Rio en Medio Open Space	121.3	4/21/2000	Open Land and Trails Plan/Access to Public Lands	Open
Santa Fe River Preserve	0.4	8/11/2000	Resolution 1998-79	Open
Talaya Hill Open Space	290.5	9/29/2000	Open Land and Trails Plan/Access to Public Lands	Open
SF River - San Isidro Park	35.5	5/24/2001	Resolution 1998-79	Open
Arroyo Hondo Open Space	86.8	11/14/2002	Open Land and Trails Plan/Cultural-Historic and Natural Resources	Open
SF River - El Camino Real Park	44.6	12/3/2002	Resolution 1998-79	Open
Spur Trail	7.3	9/2/2003	Open Land and Trails Plan/Santa Fe Community College District Trail	Open
Little Tesuque Creek Open Space	161.0	8/15/2005	Open Land and Trails Plan/Access to Public Lands	Open
Ortiz Mountain Open Space	1350.0	5/9/2007	Open Land and Trails Plan/Natural Resources	Open
Arroyo de la Piedra Open Space	54.4	12/15/2011	Open Land and Trails Plan/Access to Public Lands	Open
Old Pecos Trail Open Space	4.8	5/15/2000	Open Land and Trails Plan/Gateway	Preserve
El Rancho Open Space	5.5	9/22/2000	Open Land and Trails Plan/Cultural-Historic Resources	Preserve
Lamy Open Space	91.2	12/20/2002	Open Land and Trails Plan/Cultural-Historic Resources	Preserve
Edgewood Open Space	29.8	9/29/2000	Open Land and Trails Plan/Recreation and Trails	Construction Contract Award December 11, 2012 BCC
South Meadows Open Space	22.2	8/9/2001	Open Land and Trails Plan/Community Open Space	Design in progress. Planned Fall 2013
Los Potreritos Open Space	40.0	9/4/2001	Open Land and Trails Plan/Cultural-Historic Resources	Planned Spring 2013
SF River - Cieneguitas	11.8	7/29/2005	Resolution 1998-79	Design in progress. Planned Spring 2014
Thornton Open Space	1904.1	10/2/2000	Open Land and Trails Plan/Cultural-Historic Resources	2013 GOB; need Park Ranger
Mt. Chatchihuiti	TBD	Pending	Open Land and Trails Plan/Cultural-Historic Resources	2013 GOB; Pending acquisition and remediation
Arroyo Hondo Trail	23.2	12/30/2004	Open Land and Trails Plan/Santa Fe Community College District Trail	Design Contract Award November 27, 2012 BCC.
San Pedro Open Space	160.0	6/23/2011	Open Land and Trails Plan/Access to Public Lands, Turquoise Trail National	Pending funding
El Penasco Blanco Open Space	93.4	5/1/2002	Open Land and Trails Plan/Cultural-Historic Resources	Pending direction from the community
La Cieneguilla Open Space	151.1	12/29/1999	Resolution 1998-79	Pending direction from the community
5873.4				



**Daniel "Danny" Mayfield**  
Commissioner, District 1

**Miguel M. Chavez**  
Commissioner, District 2

**Robert A. Anaya**  
Commissioner, District 3



**Kathy Holian**  
Commissioner, District 4


**Liz Stefanics**  
Commissioner, District 5

**Katherine Miller**  
County Manager

## **MEMORANDUM**

**DATE:** *January 15, 2013*

**TO:** *Board of County Commissioners*

**FROM:** *Adam Leigland, Public Works Director* 

**VIA:** *Katherine Miller, County Manager*

**ITEM AND ISSUE:** *BCC Meeting January 29, 2013*

RESOLUTION 2013-\_\_\_ A RESOLUTION TO ACCEPT THE REMAINING PORTION OF ESTRADA CALABASA WEST, ALSO KNOWN AS HORCADO RANCH ROAD, LOCATED IN COMMISSION DISTRICT 2, FOR LESSER COUNTY MAINTENANCE. (PUBLIC WORKS DEPARTMENT/ADAM LEIGLAND)

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### **BACKGROUND AND SUMMARY:**

The residents of Estrada Calabasa West, also known as Horcado Ranch Road, are requesting for the County to accept the road for maintenance as a lesser County maintained road. Resolution 2012-151, which establishes procedures for the orderly and uniform process for road acceptance allows acceptance of a lesser County maintained road. A lesser County maintained road does not require the road to meet full County standards, but maintenance is limited to grading only twice per year.

The County has been working with the residents since 2006 on the acceptance of the road, which is situated on BLM and private property. The petitioners need to address the right-of-way requirements outlined in the Road Acceptance policy within one year from acceptance or it will revert back to a non-County maintained road.

- *Estrada Calabasa West*, beginning at the western limits of the La Tierra subdivision and ending at its intersection with Camino del Cerezo, a distance of approximately 3.73 miles.

### **ACTION REQUESTED:**

Public Works recommends the acceptance of Estrada Calabasa West as a lesser County maintained road, providing the right-of way requirements are met.

# *SANTA FE COUNTY*

## *RESOLUTION NO. 2013 -*

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### **A RESOLUTION TO ACCEPT THE REMAINING PORTION OF ESTRADA CALABASA WEST, ALSO KNOWN AS HORCADO RANCH ROAD, LOCATED IN COMMISSION DISTRICT 2, FOR LESSER COUNTY MAINTENANCE**

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**Whereas**, Santa Fe County encompasses a geographical area of approximately 2,000 square miles; and

**Whereas**, the County is primarily rural with small areas of concentrated development; and

**Whereas**, a comprehensive road system is a necessary and vital link between communities; and

**Whereas**, there are an estimated 1,500 total miles of roads within the County; and

**Whereas**, of the total miles, approximately 576 miles are recognized as County roads and maintained by the County; and

**Whereas**, the County's goal is to provide the best services possible to County residents, within the available resources; and

**Whereas**, Resolution 2012-151, the Road Acceptance Policy, lays out a procedure whereby the citizens of Santa Fe County may request the County to accept non-County roads for County maintenance after meeting certain conditions; and

**Whereas**, the Road Acceptance Policy contains the category of "Lesser County-Maintained Road," which eases the requisite conditions for road acceptance in exchange for a lower standard of road maintenance; and

**Whereas**, the Road Acceptance Policy allows for the BCC to condition its acceptance of a road upon the execution of any necessary documents; and

**Whereas**, a citizen of Santa Fe County with a real property interest in Estrada Calabasa West, aka Horcado Ranch Road, has applied to the County to accept the remaining portion of said road for County maintenance; and

**Whereas**, Estrada Calabasa West aka Horcado Ranch Road provides access to over 4,400 acres of private land;

**Whereas**, the Arterial Roads Task Force Report designated Estrada Calabasa West aka Horcado Ranch Road as a future main North/South artery;

**Whereas**, the Santa Fe County Road Acceptance Policy requires the transfer of any relevant right-of-way or easement to the County; and

**Whereas**, the right-of-way for the section of Estrada Calabasa West, aka Horcado Ranch Road, in question is owned by two private landowners and the US Bureau of Land Management (BLM), on which the applicant has easements and which he will transfer to the County in accordance with the Road Acceptance Policy; and

**Whereas**, the County currently maintains the first 0.22 miles of Estrada Calabasa West within the La Tierra Subdivision.

**NOW, THEREFORE, BE IT RESOLVED** the following:

1. The BCC conditionally accepts, for lesser County maintenance, the remaining portion of Estrada Calabasa West, aka Horcado Ranch Road, beginning at the western limits of the La Tierra Subdivision and ending at its intersection with Camino del Cerezo, a distance of approximately 3.73 miles.

2. The maintenance activities shall be limited to those permitted by the County's Road Acceptance Policy.

3. Upon approval of this Resolution, said road shall be graded once. No other activities will take place until all requirements outlined in the Road Acceptance Policy, such as the transfer of the right-of-way, are met.

4. In accordance with the Road Acceptance Policy, this contingent approval shall expire within one (1) year of the date of approval of this resolution, at which time the road shall automatically revert to a non-County-maintained road.

5. Staff shall work with the applicant and the Bureau of Land Management to achieve the transfer of any easement or right-of-way on acceptable terms and the County Manager shall be delegated the right to execute any such documents.

6. Said road shall be added to the certified listing of County Maintained Roads filed with the New Mexico Department of Transportation.

**PASSED, APPROVED, and ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_, 2013.**

**BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
**Kathy Holian, Chair**

**Attest:**

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

**Approved as to form:**

  
\_\_\_\_\_  
**Stephen C. Ross, County Attorney**