

OPERATIONS COMMITTEE MEETING

April 14, 2020
10:00 a.m. – 11:30 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, Ken Kirk, Steve Miller, Bryan Romero, Kim Visser, and Barbara Shoemaker
- Please read:** Review agenda in advance of meeting
- Please bring:** Supplemental Information (PDF file) from B. Romero distribution via email on April 13, 2020

Minutes

Agenda item: #1 FIRE HYDRANT INSPECTION **Presenter:** B. Romero

Discussion:

Review of Seth’s guidance and memo review. Seth has confirmed through Seth that we are responsible for providing fire hydrant inspections.

Conclusions:

Confirmed that we need to conduct inspections. SF County has conducted inspection for last 25 years.

Action items	Person responsible	Deadline
✓ Bryan will make certain that letter from Seth went to County was sent.	B. Romero	04/21/2020
✓ Letter for the record from Water Co-op to County FD needs to be sent with response deadline July 1, 2020	B. Romero	04/24/2020
✓ Coordinate fire hydrant testing.	B. Romero	TBD (update to Ops Committee)



Agenda item: #2 STATUS OF SEWER LINE CLEANING **Presenter:** B. Romero

Discussion:

Original plan was to start project and complete 10% of project in 2020. Written authorization is required from Water Co-op. We are not moving forward with project in 2020: (1) travel restrictions; (2) noise impact of vacuum trucks on community during COVID-19; (3) crew from Farmington which has high incidence of COVID19. Alternative is to limit 2020 to wet well cleaning at a cost of \$40K.

Conclusions:

Delay a “go” or “no go” 2020 decision to the next Operations Committee meeting with a discussion of 2021 options if we do not proceed with 10% approach in 2020. Two possible 2021 options, if needed, would be a 10% or 20% goal for 2021.

Action items	Person responsible	Deadline
✓ Delay “go” “no go” decision to next Ops Committee meeting (~June 2020)	Operations Committee	June 2020 Ops meeting

Agenda item: #3 UPDATE – JACOBS OPERATIONS - STATUS **Presenter:** B. Romero

Discussion:

Need to make a complete and thorough transition to new contract by Jacobs. Gerardo Gonzalez-Ortiz collecting samples and establishing internal lab to replace lab services from Rio Rancho. Jacobs needs to obtain certification for fecal test. Skid steer loader has been purchased and onsite. No longer require using Club’s equipment. Sate samples taken by In-Depth Lab which is a state requirement.

Conclusions:

Jacob’s has transitioned well into new expanded contract. Will continue to be monitored by K. Visser and B. Romero.

Action items	Person responsible	Deadline
✓ Determine which operators can run test	B. Romero	04/21/2020

Agenda item: #4 IMPACT OF COVID-19 ON OPERATIONS **Presenter:** B. Romero

Discussion:

B. Romero attend WebEx on COVID 19 threats to this sector of industry. Chlorination reduces threat of COVID 19 and Jacob’s employee are not coming by office to drop of paperwork. Exchange of paperwork is done electronically.

Conclusions:

We benefit from having a large, sophisticated firm running our facilities. Their experience and infrastructure are a big plus during COVID 19 threat. Jacob, as a result of their size has significant “bench strength” and can replace one of our assigned workers if a worker impacted by COVID 19.

Action items	Person responsible	Deadline
✓ Continued updates from Jacob’s on their COVID 19 program – Kim and Bryan will update Ops Committee as we move past COVID 19 restrictions	K. Visser / B. Romero	Ongoing through COVID 19 state restrictions.

Agenda item: #5 STATUS OF POND LINER PROJECT **Presenter:** Enter presenter here

Discussion:

Ongoing effort to drain sludge from ponds. Winter weather has made it difficult to clear out sludge as a result of moisture. Phased approach to pond liner installation due to challenge of sludge removal (approximately three dump truck loads of dried sludge). In the process of finding a disposal facility to accept the sludge, a State approved Solids Waste Management Disposal Plan is required. The development and approval process for a Solids Waste Disposal Management Plan is length, difficult, and expensive. Therefore, the liner will be completed in two phases. This approach will allow the sludge to be moved from one side of the pond to the other as the liner is installed. Written confirmation by NMED has been received indicating this approach is acceptable. Project is proceeding and a mid-May 2020 completion likely.

Conclusions:

Project on schedule. B. Romero has received email confirmation from NMED on sludge handling approach for project.

Action items	Person responsible	Deadline
✓ B. Romero to take photos of pond liner replacement	B. Romero	April – May 2020

Agenda item: #6 RECRUITMENT OF OPS COMMITTEE MEMEBERS – Presenter: Enter presenter here
NON-BOARD / NON-VOTING

Discussion:

Discussed pros and cons of having non-Board serve on committees. Concerns about conflict of interest (committee member serving on multiple Boards).

Conclusions:

Not a need to proceed with this approach to committee staffing. If we do have openings on Board, we need to assess how to build bench strength.

Action items	Person responsible	Deadline
✓ No action needed.	N/A	N/A

Agenda item: #7 FLOOR OPEN Presenter: Enter presenter here

Discussion:

- A. Is there a need to have Ops Committee meeting in mid-May to manage through impact on operations of COVID 19?
- B. Need to complete conditional assessment complete and couple it with cost estimate. Prior to 2021 budget process obtain pricing for higher priority items as it relates to capital requirements.

Conclusions:

Enter conclusions here.

Action items	Person responsible	Deadline
✓ S. Raab to coordinate Ops Committee meeting in May with K. Visser and B. Romero	S. Raab	04/17/2020
✓ B. Romero to manage completion of conditional assessment and work towards having pricing for higher priority items in advance of 2021 budgeting process		Early Sept. 2020 (pre-budget process deadline)

OTHER ITEMS

Observers:

No observers

Resources:

Excellent pre-read document provided by B. Romero.

Special notes:

No notes required.