

**VILLAGE OF RUIDOSO/CITY OF RUIDOSO DOWNS
RWWTP - JOINT USE BOARD**

**AGENDA INDEX
REGULAR MEETING
JUNE 17, 2020 AT 10:00 A.M.**

**VILLAGE HALL
313 CREE MEADOWS DRIVE
RUIDOSO, NM 88345**

CALL TO ORDER.

ROLL CALL.

APPROVAL OF AGENDA.

REGULAR ITEMS.

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REPORTS FROM BOARD MEMBERS.

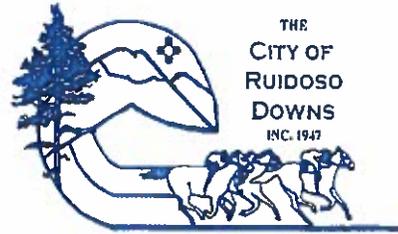
CLOSED SESSION.

ADJOURNMENT.

I certify that notice has been given in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 2020-01. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Village Clerk if a summary or other type of accessible format is needed.

Bertha De Los Santos, MMC
Deputy Clerk

Posted: Wednesday June 10, 2020
Time: 3:00 p.m.



AGENDA MEMORANDUM RWWTP – JOINT USE BOARD

To: Joint Use Board Members
Presenter: Bertha De Los Santos, MMC
Deputy Clerk
Meeting Date: June 17, 2020

<input type="checkbox"/>	Consent Item	
<input type="checkbox"/>	Public Hearing	
<input checked="" type="checkbox"/>	Regular Item	1
<input type="checkbox"/>	Board and Commission	
<input type="checkbox"/>	Appointments	
<input type="checkbox"/>	Informational	
<input type="checkbox"/>	Workshop Item	

Re: Approval of Minutes:
May 20, 2019 Regular Meeting

Item Summary:

Approval of Minutes:
May 20, 2019 Regular Meeting

Item Discussion:

(See Above)

Recommendations:

To Approve Minutes as presented.

Required Approvals of Agenda Memorandum and Back-Up Documentation:


Bertha De Los Santos, MMC
Deputy Clerk
(Received on: 6/10/2020 2:30 pm)
Date Time

**REGIONAL WASTEWATER TREATMENT PLANT JOINT USE BOARD
REGULAR MEETING
313 CREE MEADOWS DRIVE
RUIDOSO, NM 88345
MAY 20, 2020**

Chairman Lynn D. Crawford, Village of Ruidoso Mayor (present in person), called the regular meeting of the Regional Wastewater Treatment Plant Joint Use Board to order at 10:00 a.m. Member John E. Cornelius, Village of Ruidoso Councilor was recorded present in person. Members Gary Jackson, Village of Ruidoso Councilor; Dean Holman, Mayor of the City of Ruidoso Downs; and Joey Jarvis, City of Ruidoso Downs Deputy Public Works Director; were recorded present via Zoom, due to mandates by the State of New Mexico Attorney General and Governor offices regarding COVID-19. Village of Ruidoso employees Timothy P. Dodge, Village Manager; Ronald L. Sena, Deputy Manager; Judi M. Starkovich, Finance Director; Isaac Garcia, RWWTP Director; Eric Boyda, Water Rights/Watershed Director; Adam Sanchez, Public Works Director; and Ashlie Carabajal, Water Resource Specialist; were recorded present via Zoom (online video sharing platform). Village of Ruidoso employees Bertha De Los Santos, Deputy Clerk; and Jeff Fargarson, Convention Center Technician III were recorded present in person. Village of Ruidoso legal counsel Zachary Cook was recorded present via Zoom. City of Ruidoso Downs legal counsel H. John Underwood was recorded present in person. There were approximately 2 viewers on YouTube (online video sharing platform).

APPROVAL OF AGENDA:

Councilor Cornelius moved to approve the agenda as presented. Joey Jarvis seconded and the motion carried with a roll call vote of all ayes.

REGULAR ITEMS:

Discussion and Possible Action on February 19, 2020 Regular Meeting Minutes.

Mayor Holman moved to approve February 19, 2020 Regular Meeting Minutes. Councilor Cornelius seconded and the motion carried with a roll call vote of all ayes.

Discussion and Possible Action on Election of Officers: Chairperson, Vice-Chairperson, and Secretary.

Mayor Holman moved to appoint Mayor Crawford to serve as Chairman. Councilor Cornelius seconded and the motion carried with a roll call vote of all ayes.

Mayor Crawford moved to appoint Mayor Holman as Vice-Chairman and Bertha De Los Santos as Secretary. Councilor Cornelius seconded and the motion carried with a roll call vote of all ayes.

Discussion and Possible Action on Adoption of Resolution 2020-03, a Resolution Adopting the Fiscal Year 2021 (July 1, 2020 – June 30, 2021) Regional Wastewater Treatment Plant – Joint Use Board (RWWTP-JUB) Budget.

Judi M. Starkovich stated the following: total personnel was \$886,971.00 and was expected to increase, due to a 10% increase in health insurance; a budget adjustment would be presented to

the Joint Use Board for approval in July; total expenditures were \$2.9 million, which was under current year budget; there was a freeze in hiring for the VOR; all budget supplies and services would remain the same; and the budget was very comparable to previous years. Isaac Garcia stated he had one employee that would be retiring soon. Ms. Starkovich stated that was already projected in the budget.

Joey Jarvis moved to Adopt Resolution 2020-03, a Resolution Adopting the Fiscal Year 2021 (July 1, 2020 – June 30, 2021) Regional Wastewater Treatment Plant – Joint Use Board (RWWTP-JUB) Budget. Councilor Cornelius seconded and the motion carried with a roll call vote of all ayes.

Monthly Report on Regional Wastewater Treatment Plant.

Isaac Garcia stated the following: the treatment plant was running very well; flows were low for last month, but it was beginning to increase; FOG samples were taken, per Joey Jarvis recommendation, and the City of Ruidoso Downs was contributing 5 mg. per liter of Fats, Oil, and Grease (FOG) to the treatment plant; and Palmer Loop was 31.3, Inn of the Mountain Gods was 61.2; and Hollywood Station was 20.3.

Quarterly Report on Regional Wastewater Treatment Plant.

Isaac Garcia stated the following: from January 2020 to April 2020 the plant had not had any exceedances of Total Nitrogen and Total Phosphorus; had remained in compliance with all other TMDL's in the NPDES permit; had removed 423.50 cubic yards of compost to Bordy Williams field and residents; currently had 235 metric tons of compost at the facility, which was well below the 290 metric ton limit; had money budgeted for Gandy Marely to haul more sludge if necessary to fill the landfill; due to the COVID-19, they had not performed filter cleans this Spring and would continue them in the Fall; had replaced approximately 65% of all high discharge lighting with LED's; the total replacement should be accomplished by the Fall of 2020; were getting ready to order another basin's worth of filters for the new fiscal year placing them at 75% total filter replacement; as the plant aged, more and more electrical problems were appearing; Variable Frequency Drives (VFD's), which ran each mixer and motor at the facility were beginning to fail and needed to be replaced; those units cost between \$14,000.00 to \$20,000.00 each and would become one of our main expenses as the years went by; Specialists that worked on those type of units were hard to find and there would be long wait periods and, for that reason, would like to receive staff training in Chicago on repairing and troubleshooting those units after it was safe to do so; the valves underground were deteriorating and not wanting to open or close; the handles on the pumps in basins were deteriorating making it difficult for the crane to lift them and they were having to be lifted out physically.

Councilor Jackson stated it could be a safety issue and a risk to do all that work physically. Mr. Garcia stated the following: they were making it as safe as possible and taking precautions; they had never drained the outside basins and it was taking a long time, since there was sludge accumulation at the bottom of them, but they did not want to rush it.

Quarterly Update on Village of Ruidoso Sewer Audit Connection.

Ashlie Carabajal stated the following: the Village of Ruidoso had 196 out of 200 confirmed connections as of May 1, 2020; and the sewerline extensions were being done on Mockingbird. Adam Sanchez stated the following: Michael Chavez had two manholes in the ground and were working on the third one today; the extension would go way up into Pinecliff; and with the 11

connections there they would be at 207. Councilor Cornelius stated the agreement included the City of Ruidoso Downs. Eric Boyda stated those amounts reported did not include the CORD connections, but permit requirements were not only met but exceeded.

REPORTS FROM BOARD MEMBERS:

Joey Jarvis inquired when the next meeting of the Finance Committee for the Joint Use Board would take place, since they had not met in a while. Judi M. Starkovich stated they usually met the month after the quarter ended and she would contact Joey Jarvis to get Mayor Holman's email to let them know when that would be scheduled. Mayor Holman stated Mr. Garcia did a great job with the budget, since there were no large increases, etc.

Chairman Crawford recommended an update be provided on the Sewerline Project possibly at the next regular meeting.

Councilor Cornelius inquired about any updates from Jim Good regarding the UAA. Chairman Crawford stated he would contact Mr. Good and request a report on any progress made, if any. Eric Boyda stated they were waiting for the Notice to Proceed, as a result from the appeal process that Sugarman initiated. Mr. Underwood stated Attorney Sugarman asked for a 3 to 6 month delay since he was stuck in British Columbia and that request was granted.

CLOSED SESSION:

There was no Closed Session.

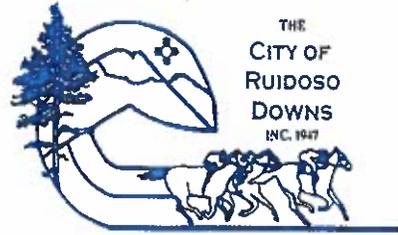
ADJOURNMENT:

There being no further business to come before the Regional Wastewater Treatment Plant Joint Use Board, Chairman Crawford adjourned the regular meeting at 10:50 a.m.

Passed and approved this ___ day of _____, 2020.

APPROVED: _____
Lynn D. Crawford, Chairman

ATTEST: _____
Bertha De Los Santos, MMC
Deputy Clerk



AGENDA MEMORANDUM RWWTTP – JOINT USE BOARD

To: Joint Use Board Members
Presenter: Eric Boyda, Watershed Director
Isaac Garcia, RWWTTP Director
Meeting Date: 6/17/2020

<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Public Hearing
<input checked="" type="checkbox"/>	Regular Item
<input type="checkbox"/>	Board and Commission
<input type="checkbox"/>	Appointments
<input type="checkbox"/>	Informational
<input type="checkbox"/>	Workshop Item

2

Re: Discussion and Possible Action on Adoption of Resolution 2020-04, A Resolution Adopting the Regional Wastewater Treatment Plant Level of Service.

Item Summary:

Discussion and Possible Action on Adoption of Resolution 2020-04, Adopting the Regional Wastewater Treatment Plant Level of Service.

Item Discussion:

The Level of Service document is one of the five core documents of an Asset Management Plan. The Level of Service establishes the goals for wastewater services being provided.

This project fulfills a component of the Village of Ruidoso Comprehensive Plan Update 2019 Utilities Chapter Goal 1; Policy 1.2; Action 1.2.C "Complete and maintain an Asset Management Plan".

Recommendations:

To adopt Resolution 2020-04, a Resolution Adopting the Regional Wastewater Treatment Plant Level of Service.

Required Approvals of Agenda Memorandum and Back-Up Documentation:

N/A.

Bertha De Los Santos
Bertha De Los Santos, MMC
Deputy Clerk
(Received on: 6/16/20 2:30 pm.)
Date Time

**VILLAGE OF RUIDOSO AND CITY OF RUIDOSO DOWNS
REGIONAL WASTEWATER TREATMENT PLANT - JOINT USE BOARD**

RESOLUTION 2020-04

**A RESOLUTION ADOPTING THE REGIONAL WASTEWATER
TREATMENT PLANT LEVEL OF SERVICE.**

WHEREAS, The Joint Use Board requires a reliable wastewater treatment plant that meets long-term demands; and

WHEREAS, the RWWTP continues to modernize and improve aging infrastructure in need of replacement or rehabilitation; and

WHEREAS, The Village of Ruidoso Comprehensive Plan Update 2019 directs the Village to complete and maintain an asset management plan; and

WHEREAS, an asset management plan has five major components: including 1. The current state of assets, 2. Level of service, 3. Criticality analysis, 4. Life cycle costing, and 5. Long term funding; and

WHEREAS, Level of service establishes goals for the services being provided.

NOW, THEREFORE, BE IT RESOLVED BY THE RWWTP - JOINT USE BOARD that the Regional Wastewater Treatment Plant Level of Service be approved and adopted.

PASSED, APPROVED, AND ADOPTED this 17th day of June 2020.

Lynn D. Crawford, Chairman

(SEAL)

ATTEST:

Bertha De Los Santos, MMC
Deputy Clerk

Village of Ruidoso
Regional Wastewater
Treatment Plant
Level of Service

Plant will meet all NPDES permit TMDL's required by the State and EPA.

Effluent quality discharged to the Rio Ruidoso will be 10% below NPDES limits 90% of the time.

The facility will remove greater than 99.0% of BOD and TSS coming into the facility before discharging to Rio Ruidoso 90% of the time.

DMR's (Discharge Monitoring Reports), Bio-Monitoring, Pollutant Scans, Sludge Reports, and QA (Quality Assurance) Studies will be completed by the required time 100% of the time.

Any illegal discharges of any kind will be reported within 2 hours of discover to the EPA and NMED 95% of the time; all illegal discharges shall be reported as required by regulations.

Chemical dosage for phosphorus removal will be optimized based upon flows and ChemScan unit's constant results once per day 95% of the time as to not overfeed and waste money.

Spare parts will be kept on hand based on the criticality of need for them as defined in the asset management plan. Any spare part used will be replenished within one month of use 90% of the time.

All customer complaints related to public health or safety will be investigated within 2 hours of reporting the complaint 95% of the time during regular operating hours (8 am to 5 pm daily). All other complaints will be investigated within 2 business days.

All employees will complete the required annual hours of safety training provided by Village of Ruidoso and Safety Counseling.

There will be no documented instances of employees performing work without the necessary PPE.

Any repairs that need to be done on equipment (pumps, motors, valves) with parts on hand, will be repaired within 8 hours 80% of the time.

Monthly and Quarterly scheduled reports are sent to the Joint Use Board by the regularly scheduled meeting date 100% of the time, regardless of meeting cancellation.

Emergency generators at the facility are checked monthly by a fuel distributor to make sure they are operational in case of power outages 95%.

Automatic test runs on generators are performed weekly 95% to ensure that the units will start every time.

Records of sludge accumulation are kept daily 100% of the time.

Sludge accumulated on site will be kept at 80% of the metric ton limit 90% of the time.

Sludge will be worked daily 95% of the time in an effort to achieve Class A compost qualities.

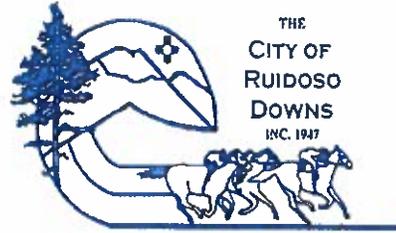
Operators will train and test to achieve a Wastewater Operator Level 4 within 6 years of hiring 80% of the time.

All operators will obtain the required 30 hours of continuing education every three years to maintain certifications 100% of the time.

MBR (Membrane Bioreactor) filters will be inspected, cleaned, and replaced if needed every 6 months 90% of the time.

Wastewater Influent, Effluent and Metering station meters will be tested and calibrated a minimum of once per year by a qualified third-party.

The Joint Use Board will be notified of the ability to meet the Level of Service criteria annually on the earliest regular meeting of the calendar year.



AGENDA MEMORANDUM RWWTP – JOINT USE BOARD

To: Joint Use Board Members
Presenter: Derek Belka, Molzen-Corbin and Associates
Meeting Date: 6/17/2020

<input type="checkbox"/>	Consent Item	3
<input type="checkbox"/>	Public Hearing	
<input type="checkbox"/>	Regular Item	
<input type="checkbox"/>	Board and Commission Appointments	
<input checked="" type="checkbox"/>	Informational	
<input type="checkbox"/>	Workshop Item	

Re: Presentation on Reuse Technical Memorandum by Molzen-Corbin and Associates.

Item Summary:

Presentation on Reuse Technical Memorandum by Molzen Corbin and Associates.

Item Discussion:

Derek Belka will give a presentation on the Reuse Technical Memorandum by Molzen Corbin and Associates.

Recommendations:

N/A

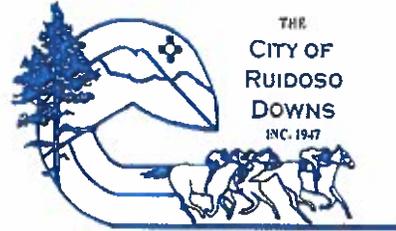
Required Approvals of Agenda Memorandum and Back-Up Documentation:

N/A

Bertha De Los Santos

Bertha De Los Santos, MMC
Deputy Clerk

(Received on: 6/10/20 9:30pm)
Date Time



AGENDA MEMORANDUM RWWTP – JOINT USE BOARD

To: Joint Use Board Members
Presenter: Karen Gutierrez,
Asst. Finance Director/Capital
Projects Manager
Meeting Date: June 17, 2020
Re: Project Update for Sanitary Sewer Repair/Rehabilitation FEMA1783
PW155.

<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Public Hearing
<input checked="" type="checkbox"/>	Regular Item
<input type="checkbox"/>	Board and Commission
<input type="checkbox"/>	Appointments
<input type="checkbox"/>	Informational
<input type="checkbox"/>	Workshop Item

4

Item Summary:

Project Update for Sanitary Sewer Repair/Rehabilitation FEMA1783 PW155.

Financial Impact:

N/A.

Item Discussion:

Project Update for Sanitary Sewer Repair/Rehabilitation FEMA1783 PW155.

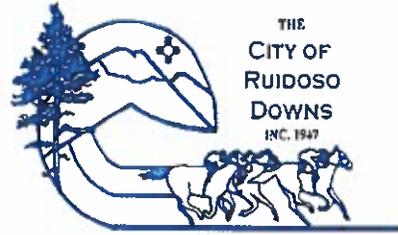
Recommendations:

N/A.

Required Approvals of Agenda Memorandum and Back-Up Documentation:

Bertha De Los Santos, MMC
Deputy Clerk

(Received on: 6/10/20 2:30 PM.)
Date Time



AGENDA MEMORANDUM RWWTP – JOINT USE BOARD

To: Joint Use Board Members
Presenter: Isaac Garcia, RWWTP Director
Meeting Date: June 17, 2020

<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Public Hearing
<input checked="" type="checkbox"/>	Regular Item
<input type="checkbox"/>	Board and Commission
<input type="checkbox"/>	Appointments
<input type="checkbox"/>	Informational
<input type="checkbox"/>	Workshop Item

5

Re: Monthly Report on the Regional Wastewater Treatment Plant.

Item Summary:

Monthly Report on the Regional Wastewater Treatment Plant.

Item Discussion:

Report provided by Isaac Garcia for information purposes only.

Recommendations:

N/A.

Required Approvals of Agenda Memorandum and Back-Up Documentation:

Bertha De Los Santos, MMC
Deputy Clerk

(Received on: 6/18/20 2:30p.m)
Date Time

**RUIDOSO - RUIDOSO DOWNS REGIONAL WASTEWATER TREATMENT FACILITY
MONTHLY RECORD FOR INFLUENT AND EFFLUENT**

<u>Name</u>	<u>Limits</u>	<u>Description</u>
Flows (MGD)		Treated Effluent Leaving To The Rio-Ruidoso in Million Gallons per Day (MGD)
TEMP (Celsius) °		Temperature of Effluent Leaving Facility
pH	6.6 - 8.8	pH of Effluent Leaving the Facility
D.O. (mg/l)		Dissolved Oxygen in Effluent Leaving to the Rio-Ruidoso
TSS (mg/l)	0 - 18.6	Total Suspended Solids in Effluent Leaving to the Rio-Ruidoso
BOD5 (mg/l)	0 - 30	Bio-Chemical Oxygen Demand is a 5 Day Test which determines the Food & D.O Leaving to the Rio-Ruidoso
E.COLI (cfu/100 ml)	0 - 126	Concentration of E.Coli Bacteria in Colony Forming Units per 100 mls of Effluent
TRC (ug/L)	0 - 11	Total Residual Chlorine Concentration of Effluent Leaving to the Rio-Ruidoso in Micrograms per Liter (ug/l)
FOG (mg/L)	0 - 40	Fats, Oils and Grease Concentration Sampled from a Designated Area
VSS (mg/L)		Volitile Suspended Solids are Organic (Living) Solids that can be burned off in a 550°C Muffle Furnace
VOL %		Percent Volitile is the amount of Organic (Living) Material in the Influent Stream. The Higher the Better
% Removal	> 85%	TSS Coming into the Facility, Minus TSS Leaving Facility, divided by TSS Coming into the Facility, X 100 = % Removal (Plant Performance)

**RUIDOSO - RUIDOSO DOWNS REGIONAL WASTEWATER TREATMENT FACILITY
MONTHLY RECORD FOR FOG RESULTS**

FOG RESULTS

Mescalero, New Mexico

<u>Collection Date</u>	<u>N-Hexane Extractable</u>	<u>Location</u>
5/6/2020	32.2	IMG - Carrizo Canyon
5/6/2020	47.9	Palmer Loop Manhole, Mescalero
5/6/2020	28.6	Hollywood Station - CORD

Manager's Report - RWWTP

Flows - Average: Millions of Gallons per Day

Influent - May Yearly Comparison

2012	1.30
2013	1.15
2014	1.25
2015	1.34
2016	1.26
2017	1.22
2018	1.15
2019	1.22
2020	1.09

