



# Technical Customer Advisory Committee

## AGENDA

### *Members*

Melissa Armijo	Dave Hill
Andrew Bernard	Amy Miller
Janie Chermak	Ege Richardson
Amy Ewing	Scott Verhines
Mike Hightower	

Thursday, June 7, 2018	4:00 PM	ABCGC – 7th Floor Conference Room 7096
1. Call to Order		4:00-4:05
2. Approval of Agenda		4:00-4:05
3. Approval of April 5, 2018 Action Summary		4:00-4:05
4. Status Report on Customer Conversations		4:05-4:15
5. Presentation on Capital Program Planning Coordination		4:15-4:45
6. Presentation on Water Authority Utility Development		4:45-5:15
7. Public Comment		5:15-5:20
8. Adjournment		5:20

NOTICE TO PERSONS WITH DISABILITIES: If you have a disability and require special assistance to participate in this meeting, please contact the Water Utility Authority Office, Suite 5012, Albuquerque/Bernalillo County Government Center, phone 289-3100, as soon as possible prior to the meeting date.



# **Technical Customer Advisory Committee**

## **ACTION SUMMARY**

**April 5, 2018**

**Members Present:**

Melissa Armijo  
Andrew Bernard  
Janie Chermak  
Amy Ewing  
Mike Hightower  
Dave Hill  
Amy Miller  
Ege Richardson

**Members Excused:**

Scott Verhines

**Water Authority Staff Present:**

Frank Roth, Senior Policy Manager  
Stan Allred, Chief Financial Officer

**Others Present:**

Carol Malesky, Stantec

**Item 1 – Call to Order - Note presence of quorum**

The meeting was called to order at 4:03 pm by Chair Ege Richardson.

**Item 2 – Approval of Agenda**

Dave Hill made a motion to approve the agenda. Amy Miller seconded the motion. The motion passed on a 7-0 vote.

For: 7	Bernard, Chermak, Ewing, Hightower, Hill, Miller, Richardson
Against: 0	
Excused: 2	Armijo, Verhines

**Item 3 – Approval of March 1, 2018 Action Summary**

Dave Hill made a motion to approve the action summary. Andrew Bernard seconded the motion. The motion passed on a 7-0 vote.

For: 7      Bernard, Chermak, Ewing, Hightower, Hill, Miller, Richardson  
Against: 0  
Excused: 2      Armijo, Verhines

*Melissa Armijo entered the meeting at this time.*

**Item 4 – Presentation on Water Resources Charge**

Stan Allred discussed the difference between the current Water Supply Charge and the proposed Water Resources Charge (WRC). Carol Malesky discussed the purpose of the WRC and the calculation assumptions. Staff will follow up with a presentation to the TCAC after the WRC calculations are finalized. In addition, an update to the Utility Expansion Charge will be presented at the same meeting.

**Item 6 – Public Comment**

Mike Hightower made a motion to move Public Comment after Item 4. Janie Chermak seconded the motion. The motion passed on an 8-0 vote.

For: 8      Armijo, Bernard, Chermak, Ewing, Hightower, Hill, Miller, Richardson  
Against: 0  
Excused: 1      Verhines

Santiago Maestas and Elaine Hebard provided comments.

**Item 5 – Presentation on FY19 Budget, Goals and Objectives**

Stan Allred provided an overview of the Water Authority's proposed operating and capital budgets for Fiscal Year 2019. He reviewed the budget highlights and assumptions and the projected expenditures and revenues. He also discussed the capital improvement appropriations and the planned spending for the next ten years. Frank Roth provided an overview of the Water Authority's strategic planning process. He reviewed key objectives by goal area for Fiscal Year 2019.

**Item 7 – Adjournment**

The meeting concluded at 5:50 pm.

# **CIP Coordination Overview**

**Technical Customer Advisory Committee**

**Presented by Damian G. Luna, P.E.**

**June 7, 2018**



Albuquerque Bernalillo County  
Water Utility Authority

## **What is Capital Improvement Program (CIP)?**

CIP projects are facilitated through the Planning & Engineering Division of the Water Authority, with the purpose of rehabilitation of existing public water and public sanitary sewer infrastructure. As part of the rehabilitation process, coordination with other governmental agencies takes place.



Albuquerque Bernalillo County  
Water Utility Authority

## CIP Entity Coordination

- City of Albuquerque (COA)
- Bernalillo County (BERNCO)
- New Mexico Department of Transportation (NMDOT)
- Middle Rio Grande Conservancy District (MRGCD)
- Albuquerque Metropolitan Arroyo Flood Control Authority (AMAFCA)
- Village of Los Ranchos



## Agency Specific Coordination

- City of Albuquerque
  - The first Thursday of each month, the COA Department of Municipal Development hosts a CIP Coordination Meeting
  - Discussion of future planned project takes place as well as the status of existing projects
  - Yearly, Transportation / Street Maintenance meeting to discuss roadway projects and plan for rehab of Water Authority infrastructure in coordination with the proposed roadway projects
  - DRC meets at the 30%, 60%, 90% and Final design phase of proposed projects within COA Right-of-Way
    - A representative of the Water Authority attends all DRC meetings
- Bernalillo County
  - Quarterly Meeting
- AMAFCA
  - Yearly meeting



## Agency Specific Coordination

- Bernalillo County
  - Quarterly Meeting
- AMAFCA
  - Yearly meeting



## Franchise Agreement

- The Water Authority has a Franchise Agreement with the COA, and separate Franchise Agreement with BERNCO
  - The Agreements were established to grant a franchise to the Water Authority to maintain infrastructure within City of Albuquerque and Bernalillo County Right-of-Ways
  - As part of the Franchise Agreements, coordination between entities is required
  - Before the water authority begins construction, notification of project takes place
  - Each year the Water Authority, BERNCO and COA meet to exchange construction forecasts of planned projects
  - As part of the meetings, discussion of respective construction activities takes place to ensure that coordination proves mutually beneficial to the public by minimizing disruption and costs to the public



## Asset Management Plan (AMP)

- Asset Management Plan purpose:
  - To create an inventory, perform a condition assessment, and create a ranking system to prioritize the rehabilitation and replacement needs for the Water Authority infrastructure.
  - The AMP is a process for maintaining a desired level of customer service at the best appropriate cost.
- The Water Authority utilizes the AMP during the preliminary design review phase of any outside agencies' proposed projects, that may impact Water Authority Infrastructure.



Albuquerque Bernalillo County  
Water Utility Authority

## Examples



Albuquerque Bernalillo County  
Water Utility Authority

## Small Diameter Water and Sewer Rehabilitation

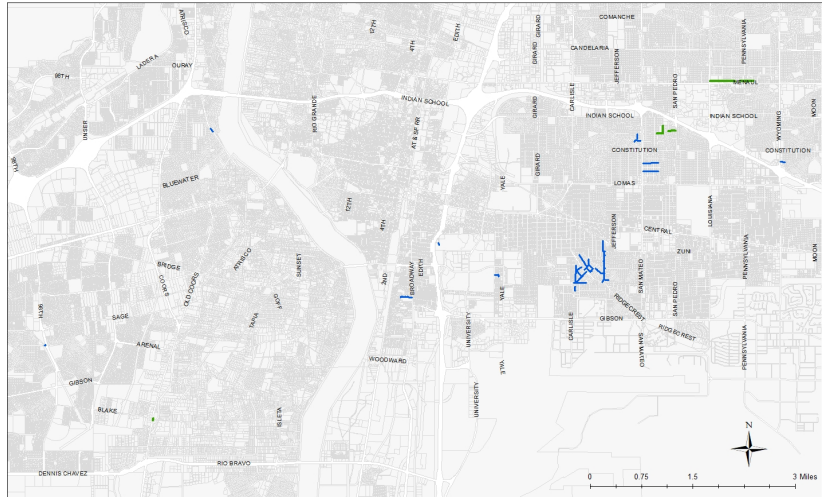
**Information:** Using the Asset Management Plans prepared for Small Diameter Water and Sewer, the Water Authority identifies, design, and construct small diameter water and sewer rehab. projects across the City.

Some packages are continued construction from 2016, and some packages are new for FY18.

**Schedule:**

- Design: Smith Engineering
- Construction: August 2017 – June 2018

**Project Manager:** Tom Matthews



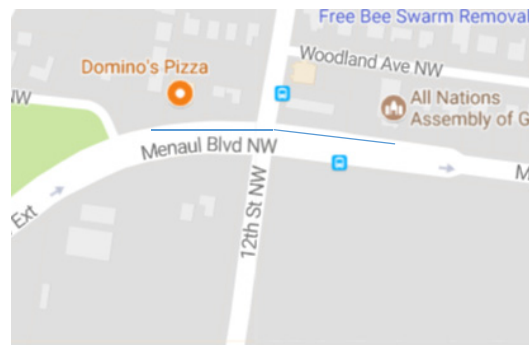
## Sewer Rehabilitation 12<sup>th</sup> St. and Menaul Blvd. Waterline Relocation

**Information:** This project will relocate existing 30" CCYL that is located under a proposed roundabout. This project is in coordination ahead of a COA roadway project.

**Schedule:**

- Design: August 2017
- Construction: *October 2020*

**Project Manager:** Damian G. Luna





# **Utility Development Overview**

**Technical Customer Advisory Committee**

**Presented by Kristopher Cadena, P.E.**

**June 7, 2018**



Albuquerque Bernalillo County  
Water Utility Authority

## **What is Utility Development?**

Utility Development is a section within the Planning & Engineering Division of the Water Authority with the purpose of facilitating development with respect to providing public water and public sanitary sewer service. It produces deliverables associated with the expansion of the public water and sanitary sewer system.



Albuquerque Bernalillo County  
Water Utility Authority

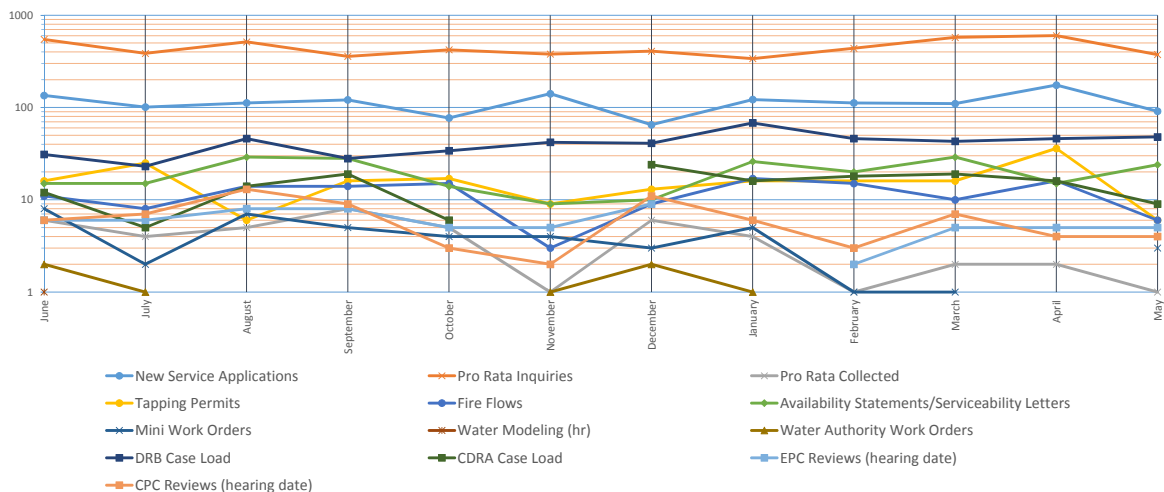
## Utility Development's involvement

- Development Review Board member
- County Development Review Authority member
- Environmental Planning Commission case review and comment
- County Planning Commission case review and comment
- City Planning Administrative Amendment case review and comment
- Los Ranchos plat review and comment
- Design Review Committee member (City of Albuquerque Work Orders)
- Water Authority Work Orders
- Mini Work Orders
- **Availability Statements & Serviceability Letters**
- Development Agreements
- Service Connection Agreements
- Closeout packages for development projects
- Water modeling
- Fire flow analysis
- Pro rata assessment, reporting and collection
- Water and Sanitary Sewer Tapping permits
- UEC reimbursement



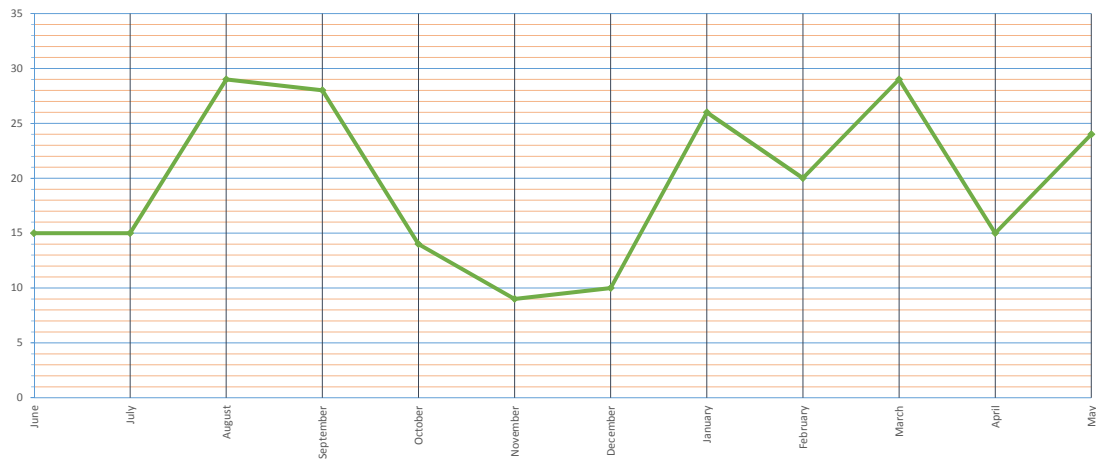
Albuquerque Bernalillo County  
Water Utility Authority

## Utility Development by the numbers



Albuquerque Bernalillo County  
Water Utility Authority

## Availability Statement/Serviceability Letter Requests



— Availability Statements/Serviceability Letters



Albuquerque Bernalillo County  
Water Utility Authority

## Availability Statement vs. Serviceability Letter



Albuquerque Bernalillo County  
Water Utility Authority

## Availability Statement

- Is a **commitment** from the Water Authority to serve the property.
- Required at the beginning of the development process.
- Provides requirements and conditions for service.
- Required by both the City and County for their land development processes.
- Applicable to developments within Adopted Service Area (ASA) or within boundary defined in Board approved development agreement.
- May not be issued for developments that are not amenable to service from the Water Authority.



Albuquerque Bernalillo County  
Water Utility Authority

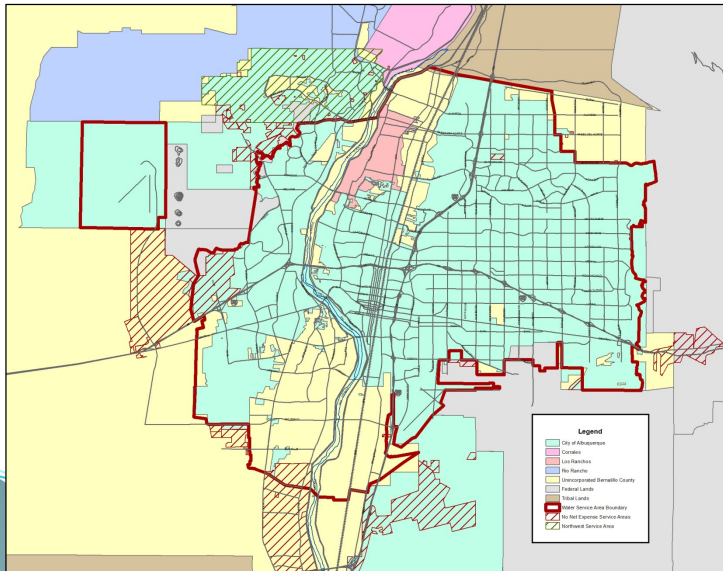
## Serviceability Letters

- **Does not provide a commitment** from the Water Authority to serve the property.
- **Issued in lieu of an availability statement for projects within ASA that are not sufficiently defined or all required information is not provided.**
- Purpose is to identify infrastructure near the property and to ascertain general feasibility of the project.
- In no case shall it replace the need for an availability statement for properties within ASA



Albuquerque Bernalillo County  
Water Utility Authority

## What is the Adopted Service Area?



Albuquerque Bernalillo County  
Water Utility Authority

## Board Approval

- For properties outside of the ASA, service is contingent upon Board approval.
- Board approved development agreement or service connection agreement is required, in lieu of an availability statement, which serves as a **commitment** to serve the development.
- Development agreement (2 months) - For installation of infrastructure.
- Service connection agreement (1 month) – For connection to already existing infrastructure.
- Serviceability letter supplements both a development agreement and service connection agreement. It will only be issued in this case when sufficient information is provided.



Albuquerque Bernalillo County  
Water Utility Authority

# Quick summary

## Within Adopted Service Area

- Availability Statement
  - Condition:
    - Request provides sufficient information
  - Result:
    - Document provides commitment for service
- Serviceability Letter
  - Condition:
    - Request does not provide sufficient information
  - Result:
    - Document does not provide a commitment for service

## Outside of Adopted Service Area

- Availability Statement
  - Condition:
    - An approved Development Agreement or Service Connection is in place, or
    - Property has an existing account and is in the billing system
    - and,
    - No significant increase in water demands and/or sanitary sewer discharges
  - Result: Document provides commitment for service
- Serviceability Letter
  - Scenario #1:
    - Condition:
      - Request does not provide sufficient information
    - Result:
      - Document does not provide a commitment for service
  - Scenario #2
    - Condition:
      - Request provides sufficient information such that it can supplement a Development Agreement or Service Connection Agreement.
    - Result:
      - Approved Development Agreement or Service Connection Agreement, supplemented with the Serviceability Letter provides the commitment for service.



**Businesses**

By Business with Us

Fire Hydrant Master Program

For Builders

### Availability Statements

Planning Department/Utility Development Section Administrative Procedure

A Water and Sanitary Sewer Availability Statement issued by the Planning Department/Utility Development Section within the past 12 months is required for any proposed development, subdivision plat, or site plan within the City or for anyone contemplating service in Bernalillo County. Availability Statements identify the water and sanitary sewer infrastructure needs (public/private, on/off site) to provide a proposed development with services and fire protection. In addition, any time constraints for development plans, or requirement for annexation to receive services, will be identified in the Statement.

A request for an Availability Statement shall be made as early as possible in the planning of a project to allow sufficient time for response and to enable the developer to include the necessary water and sanitary sewer infrastructure in the project plans. Requests for Availability Statements should include contact or return information as well as the following:

1. The precise location of the proposed development, with a marked Zone Atlas map and legal description of the property.
2. The type of development proposed, such as single family residential, shopping center, office, etc., with a proposed schedule of development or phasing, if applicable.
3. The scope or size of the project and utility demands, if known (e.g. the number of units in a residential project, number of beds in a nursing facility, square footage for a shopping center or industrial development, etc.).
4. A copy of the instantaneous fire flow requirements from the Fire Marshal's Office. If a private sprinkler system is to be installed, state the flow requirements for that system, as well.
5. Any other information pertinent to project planning. Such as: a proposed utility plan, a proposed sketch plan, etc.

Requests for Availability Statements on Water and Sewer Service can be Submitted by Clicking on the Link below:

[Availability Statement Online Request Form](#)

In cases of complicated or very large development proposals, additional study time may be required to prepare an Availability Statement. In such cases, the requester shall be notified of the extra time needed and advised of the status of the statement.

Where a proposed project is not sufficiently defined to provide all of the information required for an Availability Statement, the developer may request a Serviceability Letter in an effort to identify the water and sewer utilities nearest to the property and to ascertain the general feasibility of the project. However, in no case shall a Serviceability Letter replace the need for an Availability Statement.

No water or sanitary sewer service accounts shall be sold to any development project prior to issuance of a Water and Sanitary Sewer Availability Statement for that specific project. No property may develop or use service in such a manner that leaves adjacent unserved properties without means to obtain service. In accordance with the Water and Sewer Easement Policies, line extensions are required to cover all footage of the property requesting service unless all adjacent properties have other means of being served.

**MOST REQUESTED INFORMATION:**

For Businesses For Residents For Students & Teachers

Albuquerque Bernalillo County Water Utility Authority

Contact Us  
P.O. Box 565  
Albuquerque, NM 87103-0565  
1-800-842-WATX

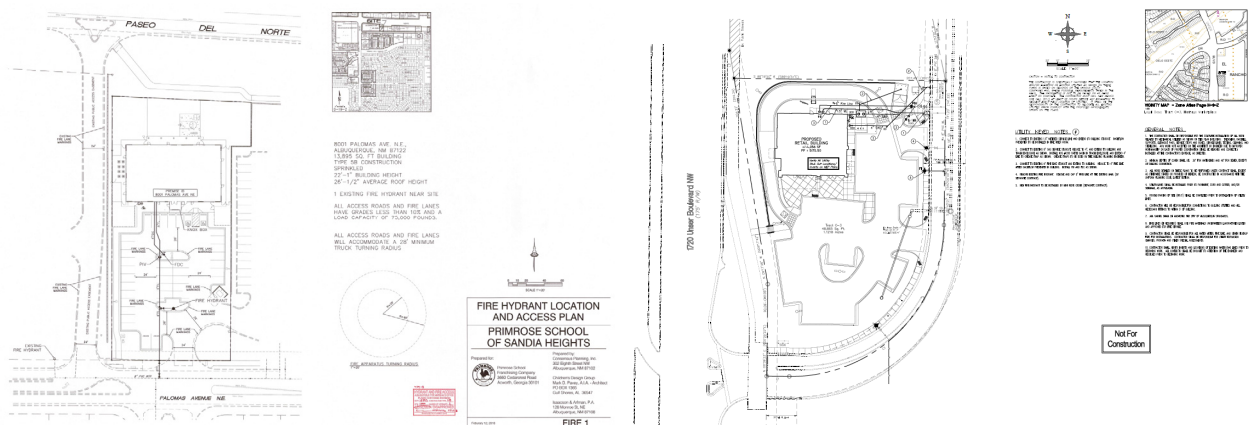
## Requests

Online at:  
[http://www.abcwua.org/Availability\\_Statements.aspx](http://www.abcwua.org/Availability_Statements.aspx)

## Required information for requests

- The more the better!
- Description of project
- Zone map with properties marked.
- Legal description and UPCs for all properties associated with development.
- Utility plan, grading plan and site layout
- Existing and proposed plats, as well as easement documents.
- FMO approved Fire One Plan
- Expected water demands and sanitary sewer flows

## Examples





## For large and/or complex developments

- Large project may be considered property over 20 acres
- Complex may be a property that covers multiple pressure zones and includes mixed use development.
- Complex project may also include significant water demands and sanitary sewer flows.
- These developments require developer funded studies to analyze existing and proposed infrastructure.



Albuquerque Bernalillo County  
Water Utility Authority

## Expiration

- Availability statements and serviceability letters are good for 1 year and must be renewed.
- If a serviceability letter is intended to supplement a development agreement or service connection agreement, and has expired, it shall be renewed.
- If serviceability letter supplements an approved development agreement or service connection agreement, the expiration is no longer applicable as the agreement includes the terms.
- Renewal shall only be issued if conditions and/or requirements have remained the same.



Albuquerque Bernalillo County  
Water Utility Authority



## Revision

- If there are any changes to the proposed development, requirements, or conditions prior to the expiration date.
- Any changes that take place which do not impact water or sanitary sewer service, do not require a revision.
- Examples of changes
  - Location of proposed connections
  - Number of lots
  - Land use
  - Layout
  - Increase in required fire flow
  - Increase in water demand or sanitary sewer flow



Albuquerque Bernalillo County  
Water Utility Authority

## Making things a little clearer

- Currently involved in developing processes that provide consistency, clarity and better communication to the development community.



Albuquerque Bernalillo County  
Water Utility Authority