

AG E N D A
CITY OF AZTEC
CITY COMMISSION MEETING
September 25, 2018
201 W. Chaco, City Hall
6:00 p.m.

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. NEW MEXICO PLEDGE

I Salute The Flag Of The State Of New Mexico And The Zia Symbol Of Perfect Friendship Among United Culture's.

V. ROLL CALL

VI. PROCLAMATION

A. National Manufacturing Day

VII. AGENDA APPROVAL

VIII. CITIZEN RECOGNITION

IX. EMPLOYEE RECOGNITION

X. CONSENT AGENDA

- A. Commission Meeting Minutes September 11, 2018
- B. Resolution 2018-1104 Municipal Surplus
- C. ITB Bid 2019-663 Western Red Cedar Poles

Items placed on the Consent Agenda will be voted on with one motion. If any item proposed does not meet the approval of all Commissioners, a Commissioner may request that the item be heard under "items from Consent Agenda"

XI. ITEMS FROM CONSENT AGENDA

XII. CITIZENS INPUT (3 Minutes Maximum)

(Citizens who wish to speak will sign up prior to the meeting. This is for items not otherwise listed on the agenda

ATTENTION PERSONS WITH DISABILITIES: The meeting room and facilities are fully accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office at 334-7600 prior to the meeting so that arrangements can be made.

Note: A final agenda will be posted 72 hours prior to the meeting. Copies of the agenda may be obtained from City Hall, 201 W. Chaco, Aztec, NM 87410.

XIII. BUSINESS ITEMS

- A. FY Funding Application: Aztec Museum
- B. Intent to Adopt Ordinance 2018-483 Amending Chapter 26, Article III, Division 2 Communications Tower and Antenna

XIV. LAND USE HEARINGS

- A. OG 18-02 Hilcorp Inc. Drill Site Permit (Sam Cooley #1 NWSW of Section 9)
- B. OG 18-03 Hilcorp Inc. Drill Site Permit (Bruington SENW of Section 21)
- C. OG 18-04 Hilcorp Inc. Drill Site Permit (Glen Swire #1 SESW of Section 8)
- D. OG 15-05 Hilcorp Inc. Drill Site Permit (Fay Burdette #1 SWNE of Section 9)

XV. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS

XVI. DEPARTMENT REPORTS

(When this item is announced, all Department Heads who wish to give a report will move to the podium)

XVII. ADJOURNMENT

ATTENTION PERSONS WITH DISABILITIES: The meeting room and facilities are fully accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office at 334-7600 prior to the meeting so that arrangements can be made.

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CITY OF AZTEC
COMMISSION MEETING MINUTES
September 11, 2018

I. CALL TO ORDER

Mayor Victor Snover called the Meeting to order at 6:01 pm at the Aztec City Commission Room, City Hall, 201 W. Chaco, Aztec, NM.

II. INVOCATION

The Invocation was led by Mr. Botello Koogler Middle School

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Snover.

IV. NEW MEXICO PLEDGE

The New Mexico pledge was led by Mayor Snover.

V. ROLL CALL

Members Present: Mayor Victor Snover; Mayor Pro-Tem Fry; Commissioner Austin Randall; Commissioner Sipe; Commissioner Mark Lewis

Members Absent: None

Others Present: Project Manager Ed Kotyk; City Clerk Karla Sayler (see attendance sheet)

VI. PROCLAMATION

A. Mayor Snover read the proclamation for Constitution Week and presented it to Margaret Dubick.

VII. PRESENTATION

Once a Day Marketing LLC, James Glover gave a presentation about Outdoor Recreation Initiative. Outdoor recreation industry is the 4th largest industry in the US, it is an 887 billion dollar industry which employs 7.6 million people and a lot of tax revenue is generated for local and state governments. Hired by the City of Farmington to build more experiences and offerings for the amenities that we have locally. Already

46 getting attention nationally and would like to have the City of Aztec get on board with the
47 ORI program and help embrace outdoor recreation.

48

49 **VIII. AGENDA APPROVAL**

50

51 MOVED by Commissioner Randall to Approve the Agenda as given with
52 the exception of item (E), SECONDED by Commissioner Sipe

53

54 All voted Aye: Motion passed five to zero

55

56 **IX. CITIZEN RECOGNITION**

57

58 Mayor Snover mentioned that we have a couple of new business starting up 550
59 Brewery and Pizza and Bare Knuckles Barber Shop and encouraged everyone to check
60 them out.

61

62 **X. EMPLOYEE RECOGNITION**

63

64 City Manager Steve Mueller welcomed Nicci Unsinker and Gary Risley the new
65 City of Aztec attorneys.

66

67 **XI. CONSENT AGENDA**

68

- 69 A. Commission Meeting Minutes August 28, 2018
70 B. Library Services Agreement with San Juan County
71 C. Senior Citizen Services Agreement with San Juan County
72 D. Resolution 2018-1102 Adopting the 2019-2023 Infrastructure Capital
73 Improvement Plan (ICIP) for the Aztec Senior Center
74 E. Resolution 2018-1103 Authorizing the Certification of the City of Aztec 2018
75 Capital Asset Inventory (pulled)
76 F. NMDOT Control No. C5142088 East Aztec Arterial Funding Agreement (pulled
77 for discussion)
78 G. Memorandum of Understanding (MOU) for Aztec Municipal School District
79 School Resource Officer
80 H. Memorandum of Understanding (MOU) for Aztec Municipal School District
81 School Resource Officer (SRO) – Aztec High School

82

83 Moved by Commissioner Randall, SECONDED by Commissioner Lewis to
84 approve the Consent Agenda with the exception of item (F).

85

86 All Voted Aye: Motion Passed Five to Zero

87

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91 **XII. ITEMS FROM CONSENT AGENDA**

92

93 **(F) NMDOT Control No. C5142088 East Aztec Arterial Funding Agreement**

94

95 Commissioner Sipe asked for clarification on why the dollar amounts were
96 different and Finance Director Kathy Lamb explained that some money had already
97 been used. Kathy explained that this is the funding that was re-appropriated by the
98 legislature with the 2018 legislature. NMDOT extended the reversion date because of
99 the legislative decision, so there is a new agreement with NMDOT. We will have to do
100 this again with the 2019 legislature.

101

102 Moved by Commissioner Sipe, SECONDED by Commissioner Randall to
103 approve NMDOT Fund 89200 Capital Appropriation Project Control. No. C5142088

104

105 All Voted Aye: Motion Passed Five to Zero

106

107 **XIII. CITIZENS INPUT (3 Minutes Maximum)**

108

109 NONE

110

111 **XIV. BUSINESS ITEMS**

112

113 **A. Final Adoption of Ordinance 2018-482 Municipal Gross Receipts Tax, An**
114 **Ordinance Amending Chapter 27, Article 1, Gross Receipts Taxes**

115

116 Finance Director Kathy Lamb explained that as per the Commission motion and
117 approval on August 14, 2018 the ordinance has been updated to an increase in the
118 municipal gross receipts tax rate by .25% to go to general purposes in the general fund.
119 The effective date will be January 1, 2019 if submitted to tax and revenue by September
120 28th. To her knowledge we have not received any comments. Commissioner Sipe
121 mentioned that all Commissioners had received an email from Tammy Kavacka and
122 asked what would happen if we tabled this until later because she would like to take this
123 to the EDAB board. Kathy explained that it is the effective date that is driving this
124 timeline, and if the Commission wanted to wait then we would be looking at the July 1st
125 effective date. Commissioner Sipe mentioned that in the email it eluded to the fact that
126 the reason we are doing this is because of mismanagement of funds. She stated that
127 this is far from the truth. She mentioned that the City started cutting budgets 5 or 6
128 years ago and if we hadn't we would have had to take this action much sooner. Mayor
129 Snover mentioned that this is not the first time that he has heard this kind of stuff but he
130 believes that adequate time was given to weigh in on this issue. Commissioner Lewis
131 mentioned that taxes have not been raised since 2004. Mayor Pro-Tem Fry mentioned
132 that she was happy with the way commission decided to do the increase she felt if left
133 them open to use the increase wherever and she mentioned that they are all interested
134 in economic development. Mayor Snover mentioned that it has been six weeks since

135 they workshopped this item and at some point board members and citizens need to do
136 their homework and he is not in favor of waiting on this item.

137

138 MOVED by Mayor Pro-Tem Fry, SECONDED by Commissioner Lewis to
139 approve the Final Adoption of Ordinance 2018-482 Municipal Gross Receipts Tax, An
140 Ordinance Amending Chapter 27, Article 1, Gross Receipts Taxes

141

142 A Roll Call was taken; All Voted Aye
143 Motion Passed Five to Zero

144

145 **XV. LAND USE HEARINGS**

146

147 Mayor Snover read the land use script for the following land use items and asked
148 if there were any challenges, conflicts of interest or ex-parte communications.

149 Commissioner Sipe recused herself from item (B) explaining that this is her variance.

150 Mayor Snover recused himself from item (A) because he owns property adjacent to this
151 property. He swore all participants in and proceeded to the hearing.

152

153 A. VAR 18-02 A variance to reduce the dimensional standards and setback
154 requirements in the R-2 Single-Family Residential zoning district

155

156 Community Development Director Steven Saavedra explained that this is a
157 request by Bryan and Stacy Hegarty to reduce the lot size and setback requirements for
158 an R-2 district in order to subdivide. He explained that staff does not feel that this would
159 be detrimental and is recommending approval. Paul Martin presented for the Hegartys.

160

161 Moved by Commissioner Randall, SECONDED by Commissioner Sipe to
162 approve petition VAR 18-02, a request from Bryan and Stacy Hegarty, for a variance to
163 reduce the dimensional standards and setback requirements in the R-2 Multi-Family
164 Residential zoning district at 209 Blanco and 200 N. Church Ave, Aztec, NM, Tax
165 ID#R0000357 and accepting Findings of Fact 1-6.

166

167 A Roll Call was taken; All Voted Aye
168 Motion Passed Four to Zero

169

170 B. VAR 18-03 A variance to exceed the height requirements of 12-feet for the
171 storage of a recreational vehicle carport and to build an accessory structure in
172 a vacant lot abutting residence at 705 Little Rabbit Dr., Aztec, NM

173

174 Community Development Director Steven Saavedra explained staff is working on
175 changing the ordinance. The owner will be using the shelter to protect their investment.
176 Staff is recommending approval.

177

178 Moved by Commissioner Randall, SECONDED by Commissioner Lewis to
179 approve petition VAR 18-03, a request from Ron and Sherri Sipe, for a variance to

180 exceed the height requirements of 12-feet for the storage of a recreational vehicle
181 carport and to build an accessory structure in a vacant lot abutting residence at 705 Little
182 Rabbit, Aztec, NM, Tax ID # R0000241 and accepting findings of fact 1-5.

183
184 A Roll Call was taken; all voted Aye
185 Motion Passed Four to Zero

186
187 C. ZC 18-03 Zone Change request from R-1 Single-Family Residential Zoning
188 District to A-1 Agricultural or Rural Zoning District

189
190 Community Development Director Steven Saavedra explained this is a request
191 from Michael Smith the applicant is wanting to put 1 or 2 mobile homes with horses and
192 chickens. Hampton Canyon is not a dedicated district staff is working on changing the
193 ordinance. The owner will be using to protect the investment. Staff is recommending
194 approval with conditions: a permit from BLM to access the property. The R-1 district
195 does not allow for horses and there is already some horses there. It also does not allow
196 for single wide homes. Mike Smith stated that he already has a BLM permit. Tim
197 Reynolds a neighbor is concerned about what will happen when this property is sold will
198 it be a cattle ranch, they want to make sure that nothing changes. Jerry Evans is
199 concerned about the roads in the winter and the water pressure with the extra houses.
200 Several more concerns were heard about the number of animals allowed. Tax
201 difference was another concern voiced.

202 Commissioner Sipe was concerned that we might need more information on this
203 issue. Mayor Pro-Tem Sipe also agreed and she did mention that there is a difference in
204 the tax and feels after listening to residents maybe the City has been inconsistent in the
205 past. Commissioner Lewis also agreed. Commissioner Randall feels that we shouldn't
206 put a limit on animals and limiting people's rights on their property. Mayor Snover
207 agreed with Commissioner Randall and he does appreciate the concerns for the other
208 residents. He invited the other land owners who were denied in the past to come and
209 visit with Steven Saavedra.

210
211 Moved by Commissioner Randall, SECONDED by Commissioner Sipe to
212 approve ZC Zone Change 18-03, a request from Michael Smith, for a zone change from
213 R-1 (Single-Family residential zoning district to A-1 Agricultural or Rural Zoning District)
214 with the five (5) conditions and accepting findings of fact 1-5.

215
216 A Roll Call was taken; 4 voted Aye/ Commissioner Sipe voted Nay
217 Motion Passed Four to One

218
219 D. CUP 18-03 A Conditional Use Permit to allow a boat in the front yard setback
220 area

221
222 Community Development Director Steven Saavedra explained that Karla Harvel
223 is requesting a permit to allow a boat in the front yard setback area. Community
224 Development stepped up code enforcement and Karla Harvel received a letter about

225 her boat. City ordinance limits the placement on recreational vehicles (boats/ RVs) in
226 the setback area. Over 40 letters were sent out for similar infractions and they have had
227 90% compliance. Aesthetics and safety because it narrows the road right away with
228 people parking in the street is a concern. Mayor Snover asked if this applies only to this
229 specific boat or would it apply if they decided to get another boat. Mayor Pro-Tem Fry
230 asked about the 40 letters sent out if they had any other complaints. Steven explained
231 they heard from most of them who said that they don't have the room to store the item.
232 Most of them had to have it put into storage. Steven explained that this could very well
233 set a precedent.

234 Karla Harvel explained that the boat has been there for 16 years. She explained
235 that she is not a rebel but there is no way to put the boat in the back yard. She also
236 stated that none of her neighbors care if the boat is in the yard it is 18 foot long. Mayor
237 Snover does not want this to become an issue for the City.

238 Commissioner Sipe mentioned that she would have no problem if the boat size
239 was limited because most of the houses were constructed in the 50's and they are not
240 like the modern subdivisions that have more space. She understands the precedent.
241 Commissioner Randall said he feels as long as the vehicle can fit in the driveway it
242 should be fine and he has a problem with the trash can and the trailer because the
243 issue before them is the boat. He feels that if others would like to request a conditional
244 use permit that is their right. Mayor Snover mentioned that we have ordinances for a
245 reason, but it may require a look at the ordinance for updating. Commissioner Lewis
246 was impressed with the photos and everything did fit in the driveway. He feels like all of
247 his concerns were answered.

248
249 Moved by Commissioner Randall, **SECONDED** by Commissioner Sipe to
250 approve the petition CUP 18-03, a request from Karla Harvel, for a conditional use
251 permit to allow for the parking of boat in the front yard at 1107 Cimarron Ave., Aztec,
252 NM 87410.

253
254 A Roll Call was taken; 4 voted Aye/ Mayor Snover voted Nay
255 Motion Passed Four to One

256
257 **XVI. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS**

258
259 City Manager Steve Mueller mentioned that he attended the NMML Annual
260 Conference last week with Commissioner Sipe and Mayor Pro-Tem Fry in Roswell
261 learned a lot. He mentioned he will be on vacation for the next 2 weeks.

262
263 Commissioner Sipe mentioned the NMML conference was very good. Steven
264 Saavedra did a good job presenting on the arterial. Very good presentations and
265 workshops all around. The resolution that Chief Heal has been working on passed with
266 unanimous support from the Municipal League to push through the legislation.

267
268 Mayor Pro-Tem Fry said the conference was very good and she also mentioned
269 that there will be some legislative issues coming up that we should be very interested in

270 one is changes in the Judicial Court system, Elections and also sales tax from the
271 internet. Aztec Sparkles needs volunteers.

272
273 Mayor Snover attended an ATOS meeting and they will be having a day of
274 service for projects around city from 9-12 on September 22nd. Attended the burning of
275 Zozobra. We need to make sure that we are utilizing our local businesses. Home
276 Coming week is next week at the High School. Please register to vote early voting starts
277 soon.

278
279 **XVII. DEPARTMENT REPORTS**

280 *NONE*

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283 **XVIII. ADJOURNMENT**

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285 Moved by Mayor Snover, **SECONDED** by Commissioner Lewis to adjourn the
286 meeting at 8:47 p.m.

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Mayor, Victor Snover

303
304 ATTEST:

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306 _____
307 Karla Sayler, City Clerk

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309
310 MINUTES PREPARED BY:

311 _____
312
313 Sherlynn Morgan, Administrative Assistant

Staff Summary Report

MEETING DATE: September 25, 2018
AGENDA ITEM: X. CONSENT AGENDA (B)
AGENDA TITLE: Resolution 2018-1104 Municipal Surplus

ACTION REQUESTED BY: Animal Care and Control
ACTION REQUESTED: Approval of Resolution 2018-1104
SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS

- The Animal Care and Control Department has identified property which, due to age and increasing maintenance costs, is no longer necessary for daily operations.
- If the items are not sold they will be donated or disposed of according to NM Statute Sections 3-54-2 and 13-6-1. Disposition of obsolete, worn-out or unusable tangible personal property.

PROCUREMENT

- N/A

FISCAL IMPACTS

- Revenues from auction to be applied to General Fund / Joint Utility Fund

SUPPORT DOCUMENTS: Resolution 2018-1104
Surplus List

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Resolution 2018-1104 Declaring Certain Municipal Property Not Essential For Municipal Purpose and Directing It Be Sold or Disposed.

CITY OF AZTEC RESOLUTION 2018-1104

A RESOLUTION DECLARING CERTAIN MUNICIPAL PROPERTY NOT ESSENTIAL FOR MUNICIPAL PURPOSE AND DIRECTING IT BE SOLD, OR IF THE PROPERTY HAS NO VALUE, DONATE THE PROPERTY TO ANY ORGANIZATION DESCRIBED IN SECTION 501(c)3 OF THE INTERNAL REVENUE CODE OF 1986 OR DISPOSED.

- WHEREAS,** Sections 3-54-2 and 13-6-1 of NMSA, 1978 Compilation authorizes municipalities to sell personal property which is not essential for a municipal purpose or if the property has no value, donate the property to any organization described in Section 501(c)3 of the Internal Revenue Code of 1986; and
- WHEREAS,** the City of Aztec owns certain personal property which is obsolete and/or surplus and no longer needed or useful to the City; and
- WHEREAS,** the Governing Body wishes to declare this property not essential for a municipal purpose so that it can be sold or donated according to statute.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY of the City of Aztec, New Mexico that the personal property described on the attached list which is owned by the City is surplus and not essential for a municipal purpose.

PASSED, APPROVED AND SIGNED this 25th day of September 2018.

VICTOR C. SNOVER, MAYOR

ATTEST:

CITY CLERK KARLA SAYLER

CITY OF AZTEC
SURPLUS LIST
RESOLUTION 2018-1104
SEPTEMBER 25, 2018

ANIMAL CARE & CONTROL SURPLUS

Department	Item/Model	
Animal Care & Control		Unit 002-055 2004 F-150 4WD Super Cab XL Pickup S/N: 1FTVX14504NB20127 Odometer: 91,684 Acquisition Date: 2004 Reason for Surplus: Repairs required (new motor) exceed value of vehicle

Staff Summary Report

MEETING DATE: September 25, 2018
AGENDA ITEM: X. CONSENT AGENDA (C)
AGENDA TITLE: ITB 2019-663 Western Red Cedar Poles

ACTION REQUESTED BY: Electric Department, Finance Department
ACTION REQUESTED: Award of ITB 2019-663 Western Red Cedar Poles
SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS

- The Electric Department maintains an inventory of wood poles to meet the requirements of both maintaining and expansion of the electric distribution system. The department has identified the need to replenish both its 40' and 45' wood pole inventory.
- Wood poles were last bid and ordered in 2013 which included 100 poles in varying lengths from 30' to 50'. The 2013 bid was awarded to IRBY which was the only bid received.
-

PROCUREMENT

- ITB 2019-663 was issued on August 26, 2018 and bids were publicly opened on September 10, 2018. Two responsive bids were received. Electric Director Ken George has reviewed the bids and found both to meet the department's requirements and specifications.
- Comparison to 2013 bid:

Item	2013 Bid	2018 Bid (Bell Lumber)
40' – Class 3 Poles	563.00	681.00
45' – Class 3 Poles	688.00	1,066.00

- The Electric and Finance Departments recommend award of ITB 2019-663 to Bell Lumber and Pole Co.

FISCAL IMPACTS

- Electric Department inventory purchases do not immediately impact budget. As items are used on projects, the issues are expensed to the appropriate line items reducing available budgets. However, inventory purchases do reduce available cash reserves. This purchase does not significantly impact cash balances available in the City's operating account or overall cash reserves for the Joint Utility system.

SUPPORT DOCUMENTS: ITB 2019-663 Tabulation

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve the Award of ITB 2019-663 to Bell Lumber and Pole Co in the amount of \$83,500



Bid Tabulation
 ITB 2019-663
 Western Red Cedar Poles
 Opened September 10, 2018, 2:00pm
 Recommended Award To: Bell Lumber & Pole Co.

Item	Description	Quantity	Unit	Bell Lumber & Pole Co			McFarland Cascade Holdings		
				Delivery Time	Each	Total	Delivery Time	Each	Total
1	40' - Class 3 Poles	60	each	4-5 weeks	\$681.00	\$40,860.00	30-45 days	\$849.00	\$50,940.00
2	45' - Class 3 Poles	40	each	4-5 weeks	\$1,066.00	\$42,640.00	30-45 days	\$1,024.00	\$40,960.00
						\$83,500.00			\$91,900.00
Total Bid Comparison Including 5% NIM State Preference:						N/A			N/A
Total Bid Comparison Including 10% Resident Veteran Preference						N/A			N/A

Staff Summary Report

MEETING DATE: September 25, 2018
AGENDA ITEM: XIII. BUSINESS ITEMS (A)
AGENDA TITLE: FY19 Funding Application: Aztec Museum

ACTION REQUESTED BY: Funding Applicants
ACTION REQUESTED: Direction to Level of Funding
SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS

The FY19 Adopted Budget included \$50,000 for external funding requests to be appropriated at the discretion of the City Commission. During the meeting of July 28, 2018, the Commission approved the following funding based on applications received:

- Aztec Boys and Girls Club \$25,000
- Aztec Ruins National Monument \$ 540

The balance of FY19 budgeted funds specific to external requests is \$24,860

The Aztec Museum has submitted a funding application with a minimum request of \$25,000 to a maximum of \$50,000. The purpose of the funding would be to support the cost of a full time museum director/manager. During the July 28, 2018, the City Commission delayed action on the funding application pending discussion between city staff and the museum board regarding Visitor Center and Museum operations.

The Aztec Museum has previously received direct funding from the City as listed:

- FY2018: \$10,000 (requested \$50,000 for executive director position)
- FY2017: \$10,000 (requested \$50,000 for professional director)

PROCUREMENT / PURCHASING (if applicable)

N/A

FISCAL INPUT / FINANCE DEPARTMENT (if applicable)

FY19 Adopted Budget includes \$50,000 specific for community funding requests during the course of the fiscal year. Available balance for appropriation by Commission: \$24,860.

-
- SUPPORT DOCUMENTS:**
- Aztec Museum Funding Request Letter (August 30, 2018)
 - Aztec Museum – Visitor Center History
 - Aztec Museum June Board Minutes
 - Aztec Visitor Center Operations Manual
-

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve funding to the Aztec Museum in the amount of \$ _____.

AZTEC MUSEUM

125 N. MAIN AVE. - AZTEC, NM 87410



PIONEER VILLAGE

505-334-9829 · WWW.AZTECMUSEUM.ORG

8-30-18

City of Aztec
Aztec City Commission
201 W. Chaco St.
Aztec, NM 87410

Dear Commissioners,

It was unfortunate that the Museum and the City could not reach an agreement on working more closely together, and possibly use some Museum space. During this review, our president at the time (Dale Anderson), had our separate request for \$25,000 taken off the Commission's Agenda since a possible new City/Museum agreement would change that number. Last month when the negotiations were not successful, we requested that our separate \$25K request be put back on the Commissions calendar. This letter also specifies that with the new funding we will offer to assist the Visitors Center as shown below.

Dale Anderson was handling our Museum request for \$25,000 for the current year. As many of you know, Dale passed recently. With Dale's passing, the Museum wanted to follow-up and make sure our original request for the monies was back-on-track for the Commission's decision...with this additional information.

In my many years on the Board at the Museum, Dale Anderson basically acted as the unofficial Museum Curator, manager and overall person to handle everything that came up... from paper supplies to negotiating the acceptance of the valuable Pecos West Cyclorama piece, the Model T truck, etc. With Dale's passing we have a huge void to attempt to fill. It is our intention to use the \$25,00 request to have our present part-time employee, (Natalie Toller) take on much of what Dale did for us by expanding her role as the "Manager".

 We understand that finances are tight. Therefore, as an added offer to the City of Aztec, if the commission can fund us this year, the Museum would also offer to assist with the Visitors Center needs by:

- 1). Posting a type of flag outside the Museum with the words "Visitor Info Here" or something that would help bring tourists on main street in to the Museum so they could get any information desired on Aztec.
- 2). As the new "Manager", (Natalie Toler) set-up space to hand out items for the Visitors Center from the Museum. Natalie would also answer what questions she can and if needed refer visitors to your location.
- 3). Expand the time we are open during the year which will also mean we have a longer presence on Main Street. And also provide visitors /tourists info on Aztec and surrounding areas.
- 4). Look for more ways to coordinate activities with the Visitors Center and the City.

Events at the Museum have gone well our attendance is up materially, we have expanded our work with the schools, and created a new "Summer Workshop" we may use again. But the loss of Dale Anderson is significant on a personal and practical basis. If we are unable to secure funding this year we will not be able to expand our time open and we will loose our present "manager", Natalie Toler who will have to find employment elsewhere. The Museum will adjust by reducing our hours and cutting back on activities.

Again we appreciate your time and consideration of our request. We have a reputation of being extremely frugal and careful with our finances. We will use the funds efficiently and properly. Several of our Board members will be at your meeting if you have any questions. I can be reached at 505-334-7173.

Sincerely,


Bryan V. Hegarty/ Aztec Museum Board member,

(cc. Steve Mueller City Manager).

PROJECT / DISCUSSION HISTORY

Basic Facts

- The City owns land containing two buildings, one located at 201 N. Main and the other located at 125 N. Main Ave.
- The Aztec Museum operates out of the 125 N, Main Ave. building and utilizes the basement at 201 N. Main Ave for storage. The museum also utilizes the grounds for Pioneer Village.
- The City currently funds and operates the Aztec Visitor Center (*I have attached part of the Aztec Visitor Center Operations Manual to demonstrate what functions are completed through the Aztec Visitor Center and Tourism Office. This document will demonstrate that the Aztec Visitor Center does more than just greet visitors and hand out brochures*).
- Discussion has occurred between the City and members of the Aztec Museum board in regards to moving the Aztec Visitor Center into the Aztec Museum.

June 13 – Ed met with Dale Anderson and Natalie Toller at the Aztec Museum

The meeting was the first to discuss the possibility of the Aztec Visitor Center being located at the Aztec Museum. The following was developed from the meeting:

1. Space Usage.
Space use between museum staff and tourism staff needs to be determined no later than August 30th. If the space provided (left room) cannot sustain a Visitor Center and office space, there is no reason to move forward with this venture.
2. Staffing and Scheduling.
If it appears that the visitor center can move into the facilities (Item #1 is met) then museum and visitor center need to determine annual operation hours and if existing staff can meet the hours of operation.
3. Maintenance and Operations.
City and Museum will need to determine what maintenance tasks (e.g., cleaning, etc) will be necessary. Also determine operations such as cash handling, utilities, IT support (e.g., network, internet), etc.
4. Implementation.
If the two entities agree and believe that this project is feasible and doable, then the following time frame needs to be considered:
 - a) Final decision for implementation needs to be made by Nov. 1, 2018.
 - b) Remodeling, moving, setup needs to be completed by Feb 28, 2019.

Ed returned and developed the above list and conceptual map (to the right) which was provided to Wilann Thomas and Steve Mueller to discuss if there was sufficient floor space for public space, reception desk and office space.

Wilann was directed to meet with Natalie Toller (museum manager) and sharing their thoughts and ideas about the co-habitation of the visitor center and museum.

July 3, 2018 - Steve Mueller, Ed Kotyk met with Dale Anderson at the Aztec Museum

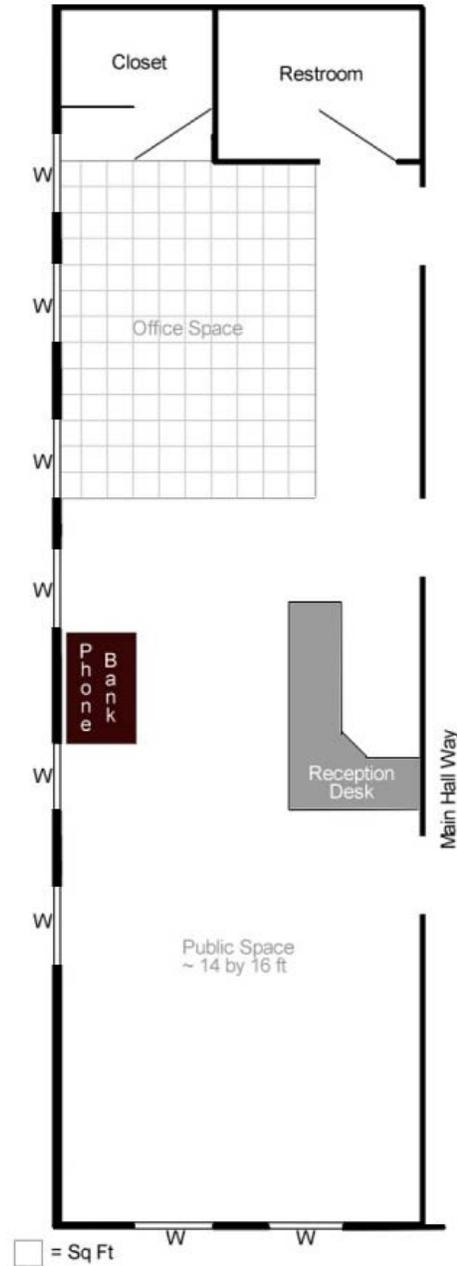
Discussions continued as to whether it was beneficial for both parties for the Aztec Visitor Center to move into the Aztec Museum. Mr. Anderson pitched the notion that in exchange for City funding:

- The museum would provide for part of the southern room on the first floor for visitor brochure racks (public space) and reception desk, no office space.
- Allow for outdoor signage for the Visitor Center.
- The museum would hire a part-time employee to function as a visitor/museum greeter.
- The remaining funds would help pay for a full-time director at the museum which would potentially allow for year round operations.

No fund amount was presented at this meeting and it was assumed that this would be part of the original \$50,000 request.

After this meeting, the City decided to provide a counter offer which would be the following:

- 1) The Aztec Visitor Center acquires the entire first floor of 125 N Main Ave.
- 2) Under its operation, the Visitor Center would utilize the southern room for visitor center operations.
- 3) In corporation with the Aztec Museum, the Visitor Center would like to see north room developed as a “mini museum” that provides a chronological/cultural exhibit. Having such an exhibit would provide visitors with a museum experience if the Aztec Museum chooses to not operate year around. The Aztec Museum would assist in the development of the displays of history by providing artifacts, photos



and written displays for the chronological/cultural exhibit. *This concept was developed by Mr. Dale Anderson as a long term goal over the next 5 years.*

- 4) The City of Aztec will assume all utility costs.
- 5) The City of Aztec will assume all maintenance and fire safety for the first floor.
- 6) The Aztec Museum will be free to operate (open/close) the basement and Pioneer Village as they deem necessary.

July 31 – Steve Mueller, Ed Kotyk met with Dale Anderson and Bryan Hegarty at the Aztec Museum

It was during this meeting that the City got confirmation from both Mr. Dale Anderson and Mr. Bryan Hegarty that the museum board is not interested in the City operating the Visitor Center within the Aztec Museum. Instead, we were informed that the museum board either operate the Visitor Center with their own staff or that perhaps the City should consider the San Juan County Historical Society build next door (*see attached Aztec Museum Board Minutes for June*).

During this meeting, Mr. Dale Anderson provided the following cost proposal:

• City pays for ½ utilities	\$3,000
• City pays for ¾ building maintenance	\$2,000
• City pays for 1/3 museum director	\$11,000
• City pays for ½ part-time assistant	\$12,000
• City contributes to supplies	\$1,200
Total	\$29,200

For this contribution, the museum would provide space in the front half of the southern room for brochure racks and signage. The museum would manage the Visitor Center operations/staff and the City would be responsible for Advertisement and Marketing.

Staff Concerns

Discussion has occurred among Management Team and Department Heads at staff meeting and the following concerns were raised:

- 1) Give the current fiscal constraints and the fact that a number of departments are short staffed, why is the City considering providing funds to staff another organization?
- 2) Given that the City owns the property and buildings, why is the City paying “rent” for having the Aztec Visitor Center located at the Aztec Museum?
- 3) The City has for a number of years provided funding for the Aztec Museum to operate. Perhaps it is time for the museum to become self-sufficient?

Call to Order – Jack Scott at 6:15pm

Roll Call: Dale Houston, Jack Scott, Jimmy Miller, Bryan Hegarty, Larry Holland, Sarah Rubow, Natalie Toler, Dana Reed, John Austen, Michelle Lindsay (came late)

No Minutes from May

Treasurer's Report – See Handout – Approved: Dale H motioned, Dana R seconded

\$6,000 in checking account

\$1,000 in Square Account

Investment Report – Bryan, see handout

Museum Administrative Report – Natalie Toler, See handout

Visitor Stats

New Employee – Lindsay Castillo-Dilyou

Camp July 17th through 20th

New Sign

Sell shirts: \$8 or 2 for \$14

Docent Program – Natalie Toler

Training Happened

Public Program – Natalie Toler

Free Museum Day

Cookies, Punch

Boy Scouts

Dana will check face painting, Photo Booth

Deaccessioned clothing for try on

Dine at the Museum Raffle Suggested

Larry's Report – Larry Holland, see Handout

Grounds Look Great

Discussion: City of Aztec Visitor Center Relocation to Aztec Museum – See Handout

Visitor Center wants to be on Main Street.

Do not want to give up the full South Main Room.

Concept: We would be open all year, city would support the Museum

Do not want to lose money on this deal

Concerns about losing the Mid Century Display

Want Consistency

Worried about running out of money (10 years? What is the Principal?)

Michelle's Proposal – Contract with the City to host the Visitor Center, we hire employees, we act as visitor center, they ask for specific hours and days and they give us the money to hire employees. Most of the board wants this idea pitched.

Jimmy Miller Proposal – Have the Visitor Center be in the Historical Society building, however the current visitor center building is not large enough for the historical society

The Board wants to maintain control and decision making power for the Museum.

Concerns about having good staff that bring people in.

Concerns about the Visitor Center not wanting to have the museum closed when the visitor center is open but also concerned about the visitor center employees being in control of the museum.



AZTEC VISITOR CENTER / TOURISM

Operations Manual

2018

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DAILY OPERATIONS

Greeting Visitors

Visitors should be greeted immediately upon arrival in the Visitor Center (VC), with

“Good Morning (or Afternoon), how may I help you?”

Visitors should then be provided with information that they request and/or appropriate information for their interests. If there is a question that VC staff does not have an immediate answer, then VC staff should use all appropriate resources to obtain the requested information (e.g., the Tourism website www.aztecnm.com, internet search or phone call to appropriate person to obtain information for the visitor). As appropriate, Visitors should always be asked some of the following questions:

- How long will you be in the area?
- Where they are from?
- How have you heard about the VC and Aztec?
- What are your interests?
- Where are you going after leaving our area?

After visitors' questions have been answered and VC staff has provided directions, printed information, etc., visitors should be asked to sign the guest book. Upon visitors' departure, their visit and the information gathered should be recorded in the Daily Visitor Contact record. This information will be tallied by the Tourism/Marketing Supervisor.

Visitor Information Requests

When a request for Visitor Information is received either by email, web inquiry, mail, magazine response card, or telephone the following information and brochures should be included:

- Aztec Visitor Guide
- Aztec Arches (when available)

- Thank You Note from Staff

Along with any other special information requests, the appropriate “Thank You” note and the appropriate return address label should be included in the response to the information request. All requests for information should be tracked with notes on the type of request received (email, web, etc.), as well as the information provided (if additional information is provided, aside from the standard listed above).

Relocation Information Requests

When a request for Relocation Information is received either by email, web, mail, or telephone the following information and brochures should be included:

- Relocation information as per website
- Usual response information

Along with any other special information requests, the appropriate “Thank You” letter and the appropriate return address label should be included in the response to the information request. All requests for information should be tracked with notes on the type of request received (email, web, etc.), as well as the information provided (if additional information is provided, aside from the standard listed above).

Brochure Requests from Other Entities

When another tourism-related entity requests brochures from the Aztec Visitor Center these requests should be passed on to the Tourism and Marketing Supervisor via email or memo for distribution and inventory control.

Event Calendars, Posting and Notifications

It is the responsibility of Visitor Center and Marketing staff to be aware of events occurring in the City. All events occurring within Aztec shall be added to the following calendars/notifications, with supplementary information when appropriate:

- GoAztec Outlook Calendar
- Aztec Tourism Calendar (maintained by the Tourism and Marketing Supervisor)

- Aztec Facebook Calendar and Wall Posts (maintained by the Tourism and Marketing Supervisor)
- Aztec Chamber of Commerce
- New Mexico Tourism Department Calendar
- Aztec Public Library Bulletin Board and Digital Reader Board
- San Juan College East Bulletin Board
- Fun and Games Distribution Email

Procedure for Public Service Announcement

If the Tourism and Marketing Supervisor determines the active promotion of an event is warranted, a PSA should be sent to the *Public Notice* group within the City's email services.

Each September and again in January all event organizers should be contacted to inquire if they plan to hold their event in the coming year. September is when the major publications and tourism entities update all of their calendar listings for the coming year. This information should be reported to the Tourism and Marketing Supervisor

Information Kiosk

The Kiosk, located on Main Ave. in Minium Park, should be cleaned and information updated quarterly (seasonal) or when special events need additional promoting.

Visitor Center Store

Visitor Center staff is to follow all sales (ADG cash drawer system) and inventory policies, as established by Finance and the Tourism and Marketing Supervisor. Cash handling is imperative and these policies are to be followed at ALL times. Checks and cash are not to accumulate at the Visitor Center but shall be reconciled and deposited with the Utility Billing Office per the established schedule.

TOURISM MARKETING

Brochures

Contracted Brochures. These brochures are reviewed and updated annually. Any map images required for these brochures is updated by the Department Head through the GIS system developed for Tourism. These brochures are published/printed through contract and include:

- Aztec Brochure
- Aztec County and Street Map
- Arches Brochure

The Aztec Brochure is distributed across many areas of New Mexico (via Fun and Games) and Southwest Colorado (via Certified Distribution).

<u>Location</u>	<u>Contact</u>	<u>Phone</u>
Angel Fire	Jimmy	(575) 377-6555
Artesia Chamber	Vickie	(575) 746-2744
Carlsbad Chamber	Donna	(575) 887-6516
Deming Visitor Center	Cindy	(800) 848-4955
Espanola Chamber	Charlene	(505) 753-2831
Farmington Visitor Center	Amy	(505) 326-7602
Grants	Tammy	(800) 748-2142
Indian Pueblo Center	Steven	(505) 843-7270
Jemez Pueblo Visitor Center	Anthony	(505) 834-7235
Las Cruces CVB	Sonia	(575) 541-2150
Las Vegas Visitor Center.	Yvette	(575) 425-6831
Los Alamos Visitor Center	Melanie	(505) 661-4815
Raton Chamber	Melissa	(575) 455-3689
Red River Chamber	Jessica	(800) 348-1444
Rio Grande Visitor Center	Randy	(751) 489-9751
Rio Rancho Chamber	Frances	(505) 892-1533
Roswell Visitor Center	Tina	(575) 624-7704
Ruidoso Chamber	Gina	(575) 257-7395
Ruidoso Visitor Center	Jamie	(575) 378-5318
Sandia Visitor Information	Fred	(505) 796-7500

<u>Location</u>	<u>Contact</u>	<u>Phone</u>
Sandoval County	Nikki	(505) 867-8687
Santa Fe Chamber	Trish	(505) 983-7317
SF Downtown Visitor Center	Judy	(505) 470-1115
Santa Fe CVB	Pat	(505) 955-6204
Santa Fe Hotels	(on as needed basis)	
Santa Fe Railyard Visitor Center	Judy	(505) 955-6204
SF Tourism Center	Judy	(505) 955-6204
State Tour Bus	Toby	(505) 670-0613
Taos Visitor Center	Scarlet	(800) 732-8267
White Rock	Melanie	(800) 444-0707
 NM State Tourism Centers		
Gallup	Calvin	(575) 870-0249
Glenrio	Tina	(575) 576-2424
Lordsburg	Josie	(575) 542-8149
Santa Fe	Terry	(505) 827-7336

Local Brochures. These brochures are produced in-house and are updated on an as needed basis (potentially a couple of times a year). These brochures due to their various updating are printed as needed so not to waste funds on paper and copying costs. Uses for these brochures are for the Visitor Center, Kiosks, Information Bags, and Events (e.g., area booths that we maintain and those events that we attend). To date, these brochures include:

- Angel Peak Scenic Area
- Bisti/De-Na-Zin Wilderness
- Campgrounds and RV Parks
- Fishing Guide – Fishing ON!
- Lybrook Badlands
- North Road Experience
- Phenomenal Fishing in Northwest New Mexico
- Photographic Guide and Checklist for the Documented Birds of San Juan County, NM
- Restaurants and Lodging
- Stay and Play Itineraries

Regional Brochures. Other brochures we order as needed from Visitor Centers, Chambers, State and/or other Governmental Agencies. We oversee and maintain these resources throughout the year ordering as needed.

Maps

A number of maps are created in-house through the GIS system developed for the Tourism department. These maps may vary from letter-size to 18” by 24” wall maps.

The maps include:

	<u>Dimensions</u>	<u>Format</u>
• Ah-Shi-Sle-Pah Wilderness Study Area	8-1/2 x 11	PDF
• Alien Run Mountain Bike Trails	8-1/2 x 11	PDF
• Angel Peak Scenic Area	8-1/2 x 11	PDF
• Aztec Arches Wall Map	18 x 24	Paper (For Sale)
• Aztec Fun Map	11 x 17	Paper
• Bisti / De-Na-Zin Wilderness	8-1/2 x 11	PDF
	18 x 24	Paper (For Sale)
• Breweries & Wineries	8-1/2 x 11	PDF
• Canyons of San Juan	18 x 24	Paper (For Sale)
• Casinos	8-1/2 x 11	PDF
• Dinetah Pueblitos	11 x 17	PDF
• Dunes OHV Area	8-1/2 x 11	PDF
• Four Corners Attractions Wall Map	18 x 24	Paper (For Sale)
• Four Corners Attractions for each state (Arizona, New Mexico, Colorado, Utah)	8-1/2 x 11	PDF
• Glade Run Recreation Area	8-1/2 x 11	PDF
• Lybrook Badlands Wall Map	18 x 24	Paper (For Sale)
• Mountain Bike Trails for each state (Arizona, New Mexico, Colorado, Utah)	8-1/2 x 11	PDF
• San Juan County, NM early 1900 Cemeteries	8-1/2 x 11	PDF
• Simon Canyon Area	8-1/2 x 11	PDF
• Southwest native Cultures	8-1/2 x 11	PDF
• UFO Crash Site	8-1/2 x 11	PDF
• Water Recreation for each state (Arizona, New Mexico, Colorado, Utah)	8-1/2 x 11	PDF

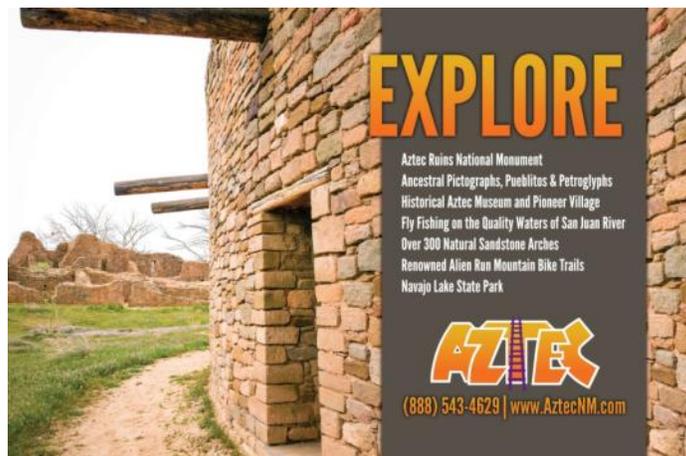
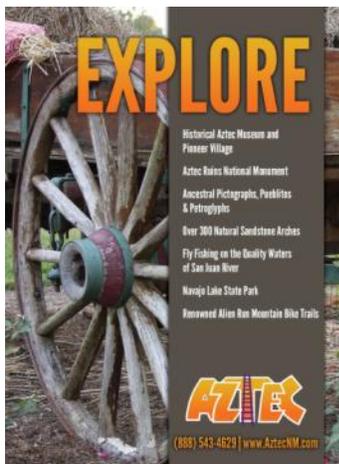
Informational Booklets/Packets

There are several booklets or informational packets that the Visitor Center provides:

- Aztec Relocation Information
- Aztec Ruins Coloring Book
- Historical Aztec Self Guided Walking & Bike Tour Map
- Tourism Media Press Kit

Graphic Design

Tourism through a standardized graphic design has created a “LOOK” reflecting the City of Aztec and Tourism of the Area.



In-house publications has also developed a graphic standard so that informational packets on recreation have a standardized look. When possible, the following header/banner and footer is included which incorporates the Tourism logo:



  @CityofAztec

Digital Library

The Visitor Center has a digital library of articles and photographs collected over the recent years for use in ads or developing printed materials or articles. Often these materials are provided with outside sources (e.g., magazines, newspapers, etc) when sharing stories about Aztec and the /or our area.

Newsletter

A Tourism newsletter is produce on a quarterly basis.

Radio

Radio ads and audio files (for web posting) are other forms of marketing that the Visitor Center / Tourism Marketing conducts. Staff will gather up the information and sometimes write up the story dialog. This is then contracted out for production.

Print and Digital Advertisements

Currently the Visitor Center contracts/subscribes to numerous printed and on-line publications for advertisement. Aztec has a local, regional and national presence in numerous magazines and on-line:

Local

- Aztec Table Top Flyers (distributed to restaurants by Aztec Chamber of Commerce)
- Farmington Visitor Guide
- Travel Host Magazine
- North Aztec Billboard

Regional

- Durango Magazine
- Four Corners Radio

National/International

- Adventures Outdoor Magazine
- Bus Tour Magazine
- Grand Circle Annual Travel Planner

- Group Tour Magazine
- New Mexico Vacation Guide
- USA Magazine (Southwest/Texas)

On-Line

- Facebook
- Trip Advisor

Programs

Fourth Grade History Program

The book “Aztec: *Then and Now*” written by Marilu Waybourn is given away annually as part of an educational program for Aztec 4th graders. This book is printed once a year for the program and it occurs during NM History Month.

Hospitality Program

The Visitor Center also hosts an annual visit by High School Students taking a class on Hospitality.

Product Development

The Visitor Center develops many materials, brochures, maps, marketing tools and items for sale:

- Hats
- Bags
- Mugs
- Pins
- Magnets
- Maps
- Coloring Book
- History Books
- Post Cards

Events

Events vary from year to year and in recent years Aztec has lost several events. For each event, informational bags are created which contains materials about Aztec attractions. Materials included will vary depending upon the event. Often the following are included:

- Aztec Brochure
- Aztec Fun Map
- In-house Brochures (e.g., lodging, fishing, etc).

The process often involves printing out local brochures, folding, and bagging.

SOCIAL MEDIA and TOURISM WEBSITE

Facebook

The Department Head and Tourism/Marketing Supervisor are responsible for maintaining regular updates to Facebook by posting information on events, meetings, warnings and notifications, as well as other items of interest occurring within the City.

When posting information and/or answering questions on Facebook, a website link to city code, web page, or contact information for a specific department should be provided so that readers can obtain more information if needed. When responding to citizens concerns or issues, forward the question to the Department Head who will provide a response or get the question to the appropriate department for a proper response.

Twitter

The Department Head and Tourism/Marketing Supervisor are responsible for maintaining regular updates to Twitter by posting information on events, meetings, warnings and notifications, as well as other items of interest occurring within the City.

Instagram

The Department Head and Tourism/Marketing Supervisor are responsible for maintaining regular updates to Instagram by posting information on events, meetings, warnings and notifications, as well as other items of interest occurring within the City.

Passwords

Passwords for all of the above accounts shall not be altered without the express approval of the Department Head or Tourism/Marketing Supervisor.

Website

The Tourism/Marketing Supervisor and Department Head is responsible for ensuring that all information on the Aztec Tourism website (www.aztecnm.com) is accurate and updated. The Annual Calendar and Monthly Calendar which are posted on the Tourism website, are updated regularly as new information comes to the Visitor Center staff.

Major events are also posted in the “Spotlight” section on the home page of the Tourism website.

Google Analytics is used to track website statistics for the Government and Tourism websites. The Department Head is responsible for reviewing this information on a regular basis to update monthly statistics.

MEMBERSHIPS and CONFERENCES

To help promote Aztec and establish a network of communication with other visitor centers and organizations. This networking helps the Visitor Center and Tourism Marketing by being a continual resource for information, training and expert resources. The Aztec Visitor Center has membership with the following organizations:

Memberships

Grand Circle Association

Formed in 1984, the Grand Circle Association is a membership destination marketing organization with the mission of providing quality tourism services and educational opportunities for its visitors. Its membership is comprised of private and public organizations to provide information and accommodations within the Grand Circle including 11 National Parks, 16 National Monuments and over 20 Scenic Byways.

The Grand Circle Association has its greatest outreach through its website grandcircle.org. This web site is designed to help visitors explore the Four Corners area virtually in the hopes that what they will be motivated to visit the various attractions and amenities in person.

Meetings are held quarterly and at different locations so that members gain exposure to the entire Grand Circle and its membership. In addition, the Grand Circle Association promotes two FAM Tours:

- 1) Tourism Writers
- 2) Tourism Tour Operators

National Geographic Geo-Tourism Board

The Geo-Tourism Board is a part of the National Geographic Website for our area. Members meet generally once a year for a planned annual fair. Aztec has been a part of the Geo-Tourism Fair since its beginning. Membership in this organization has proven highly beneficial, including visual representation, distribution of information, and networking with strategic local and regional entities. Our ongoing association enhances

the department's understanding of the area and opens opportunities to visit and work with local and regional attributes.

“Geo-tourism is defined as tourism that sustains or enhances the distinctive geographical character of a place - its environment, heritage, aesthetics, culture, and the well-being of its residents.”

It is vital that Aztec be part of the larger regional picture in its pursuit of Tourism.

Conferences

In more recent years, the Visitor Center has attended several conferences in order to learn about Tourism trends and expand Aztec's exposure. Conferences have included:

- Outdoor Show (Vancouver, Canada)
- IPW Show (Denver, Colorado)
- Governors' Annual Conference (Albuquerque, New Mexico)
- NM Trends Conference

As budget funds allow, future conferences will be attended as locations change each year.

Travel and Training

Travel and Training are often one and the same as travel often comes with what is called FAM which are opportunities to see and experience other areas within the Four Corners (e.g., the Grand Circle). Training efforts are often restricted due to budget constraints. However, there have been free online webinars provided by NM Hospitality, Constant Contact and other networks. Webinars have included:

- The Power of Branded Content
- Yelp For Businesses: The Tools Explained
- Managing Your Online Reputation
- NM Lodging Review and Outlook
- Avoiding the Pitfalls of Conducting Marketing & Visitor Surveys In-House

Staff Summary Report

MEETING DATE:	September 25, 2018
AGENDA ITEM:	XIII. BUSINESS ITEM (B)
AGENDA TITLE:	Intent to Adopt Ordinance 2018-483 Amending Chapter 26, Article III, Division 2 Communications Tower and Antenna

ACTION REQUESTED BY:	Community Development Office
ACTION REQUESTED:	Approve Intent to Adopt Ordinance 2018-483 Amending Chapter 26, Article III, Division 2 Communications Tower and Antenna
SUMMARY BY:	Edward Kotyk

PROJECT DESCRIPTION / FACTS

- It has many years since the Communications Tower and Antennae has been amended.
- The Community Development staff has been reviewing Chapter 26 and has determined a number of areas which need to be amending in this chapter and as such is initiating the start of updates with the section on Communications Tower and Antennae.

PROCUREMENT

N/a

FISCAL IMPACTS

N/a

SUPPORT DOCUMENTS: Ordinance 2018-483

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Intent to Adopt Ordinance 2018-483 Amending Chapter 26, Article III, Division 2 Communications Tower and Antenna

**City Of Aztec
ORDINANCE 2018-483**

Amending Chapter 26, Article III, Division 2. Communications Tower and Antenna

WHEREAS: It has many years since the Communications Tower and Antennae has been amended; and

WHEREAS The Community Development staff has been reviewing Chapter 26 and has determined a number of areas which need to be amending in this chapter;

NOW THEREFORE BE IT ORDAINED By the Governing Body of The City of Aztec, New Mexico that Ordinance 2008-483 amending Chapter 26, Article III, Division 2. Communications Tower and Antenna (as attached) is

PASSED, APPROVED, SIGNED AND ADOPTED this _____ day of _____, 2018.

By the Aztec City Commission, City of Aztec, New Mexico.

Mayor Victor C. Snover

ATTEST:

Karla Sayler, City Clerk

APPROVE AS TO FORM:

????, City Attorney

ADVERTISED DATE OF FINAL ADOPTION: _____

EFFECTIVE DATE OF ORDINANCE: _____

ARTICLE III. SUPPLEMENTARY REGULATIONS

DIVISION 2. COMMUNICATIONS TOWER AND ANTENNA

Sec. 26-3-141. In General.

1. All new towers or antennas in the City of Aztec shall be subject to these regulations. Preexisting towers and preexisting antennas shall not be required to meet the requirements.
2. Antennas and towers may be considered either principal or accessory uses to the principal use of the property.
3. Site Suitability. In addition to other applicable standards of this section, the city shall consider the following in determining site suitability: height proposed; proximity to other uses, proximity to historic sites and landmarks, vehicle traffic routes, proximity to medical facilities, proposed signs, topographical features, utilities, access, and suitability of alternative sites.
4. State and federal requirements. All towers, antennae, and wireless communication facilities must meet or exceed standards and regulations of the FAA, the FCC, and any other agency of the state or federal government with the authority to regulate them or their components. If such standards and regulations are changed, then the owners of the towers and antennas governed by this section shall bring such towers and antennas into compliance with such revised standards and regulations within six months of the effective date of such standards and unless a different compliance schedule is mandated by controlling law.
5. Maintenance. Towers, antennae, and wireless communication facilities shall be maintained in compliance with standards contained in the current New Mexico Building Code and the applicable health and safety standards established by the FCC, the city, or other governmental bodies having jurisdiction, as amended periodically. Towers, antennae and wireless communications facilities, which are not in compliance, shall be removed at the owner's expense if not brought into compliance within 30 days after written demand by the city.
6. Engineered Design. Any information of an engineering nature that the applicant submits, whether civil, mechanical, structural or electrical, shall be certified by a New Mexico licensed professional engineer.
(Code 2007, 26-141)

Sec. 26-3-142. Height Restrictions.

1. Freestanding.
 - 1) *Residential*. Freestanding tower with height not exceeding 35 feet is a permitted conditional use; height exceeding 35 feet requires a special use permit.
 - 2) *Office-Institutional*. Freestanding tower with height not exceeding 35 feet is a permitted conditional use; height exceeding 35 feet requires a special use permit.
 - 3) *Commercial*. Freestanding or guyed tower with height not exceeding 100 feet is a permitted conditional use; height exceeding 100 feet requires a special use permit.
 - 4) *Manufacturing/Industrial*. Freestanding or guyed tower with height not exceeding 200 feet is permitted conditional use; height exceeding 200 feet requires a special use permit.

- 5) *Agricultural-Rural*. Freestanding or guyed tower with height not exceeding 100 feet permitted conditional use, height exceeding 100 feet requires a special use permit.
- 6) *PUD*. Tower with height specified in approved plan is permitted under conditions set forth in plan.

2. Attached to structure.

- 1) All Districts. Tower and/or antenna mounted on building, water tank or structure other than a freestanding or guyed communications tower must not extend more than 30 feet above the highest part of the structure.
(Code 2007, 26-142)

Sec. 26-3-143. Application Requirements.

The applicant for a conditional use land use permit for construction of a communications tower or placement of a commercial telecommunication antenna on an existing structure other than a tower previously permitted must file with the Planning Department an application accompanied by a fee of \$350.00 and the following documents, if applicable:

1. Specifications. One copy of typical specifications for proposed structures and antennae, including description of design characteristics and material.
2. Site Plan. A site plan drawn to scale showing property boundaries, tower location, tower height, guy wires and anchors, existing structures, photographs or elevation drawings depicting typical design of proposed structures, parking, fences, landscaping plan, and existing land uses on adjacent property; (site plan not required if antenna is to be mounted on an approved existing structure).
3. Tower Location Map. A current map, or update for an existing map on file, showing locations of applicant's antennae, facilities, existing towers, and proposed towers which are reflected in public records, serving any property within the city.
4. Antenna Capacity / Wind Load. A report from a structural engineer registered in New Mexico showing the tower antenna capacity by type and number, and a certification that the tower is designed to withstand winds in accordance with ANSI/EIA/TIA 222 (latest revision) standards.
5. Antenna Owners. Identification of the owners of all antennae and equipment to be located on the site.
6. Owner Authorization. Written authorization from the site owner for the application.
7. FCC License. Evidence that a valid FCC License for the proposed activity has been issued.
8. Visual Impact Analysis. A line of sight analysis showing the potential visual and aesthetic impacts on adjacent residential districts.
9. Removal Agreement. A written agreement to remove the tower and/or antenna within 180 days after cessation of use.
10. Conditions Met. Evidence that applicable conditions are met.

11. Additional Information. Additional information required by the City Planner for determination that all applicable land use regulations are met.
(Code 2007, 26-143)

Sec. 26-3-144. Conditions.

Applicant must show that all applicable conditions are met.

1. Collocation. A proposed tower shall be structurally and electrically designed to accommodate the applicant's antenna and comparable antennas for additional users. Towers shall be designed to allow for future -rearrangement of antennas and to accept antennas mounted at varying heights.
2. Inability to Locate on Existing Property. Applicant must show that a proposed antenna and equipment cannot be accommodated and function as required by applicable regulations and applicant's technical design requirements without unreasonable modifications on any existing structure or tower under the control of applicant.
3. Location / Visual Impact. The proposed communications tower, antenna or accessory structure will be placed in a reasonably available location which will minimize the visual impact on the surrounding area and allow the facility to function in accordance with minimum standards imposed by applicable communications regulations and applicant's technical design requirements. **To further mitigate visual impact the following shall be implemented:**
 - 1) **Towers and antennas shall be designed to blend into the surrounding environment through the use of color and camouflaging architectural treatment, except in instances where the color is dictated by federal or state authorities such as the Federal Aviation Administration.**
 - 2) **Towers and antennas shall be of monopole design unless the city commission determines that an alternative design would be more appropriate to or better blend in with the surrounding environment.**
4. Necessity for Location in Residential District. Applicant for a permit in a residential district must show that the area cannot be adequately served by a facility placed in a non-residential district for valid technical reasons.
5. Public Property or Other Private Property Not Suitable. Prior to consideration of a permit for location on private property which must be acquired, applicant must show that available publicly owned sites, and available privately owned sites occupied by a compatible use, are unsuitable for operation of the facility under applicable communications regulations and applicant's technical design requirements.
6. Design for Multiple Use. Applicant must show that a new tower is designed to accommodate additional antennae equal in number to applicant's present and future requirements.
7. Safety Codes Met. Applicant must show that all applicable health, nuisance, noise, fire, building and safety code requirements are met.
8. Paint; Illumination. A communications tower must not be painted or illuminated unless otherwise provided by state or federal regulations.
9. Distance from Existing Tower. A permit for a proposed tower site within 1,000 feet of an existing tower shall not be issued unless the applicant certifies that the existing tower does not meet

applicant's structural specifications and applicant's technical design requirements, or that a collocation agreement could not be obtained.

10. Indemnity; Claim Resolution. Applicant must show by certificate from a registered engineer that the proposed facility will contain only equipment meeting FCC rules, and must file with the Planning Department a written indemnification of the municipality and proof of liability insurance or financial ability to respond to claims up to \$1,000,000.00 in the aggregate which may arise from operation of the facility during its life, at no cost to the municipality, in form approved by the municipal attorney.
11. Application of Land Use Requirements. Land development regulations, visibility, fencing, screening, landscaping, parking, access, lot size, exterior illumination, sign, storage, and all other general land use district regulations except setback and height, shall apply to the use. Setback and height conditions in this section apply.
12. ~~Minimum Setbacks. A tower must be a minimum distance equal to one-half the height of the tower from property designated historic or architecturally significant, and must be setback from all lot lines distances equal to the district setback requirements or 25% of the tower height, whichever is greater.~~
The following setback requirements shall apply to all towers for which a special use permit is required; provided, however, standard setback requirements may be decreased if the goals of this section would be better served thereby:
 - 1) Towers must be set back from any lot line a distance equal to the height of the tower.
 - 2) Guy wires, accessory or related structures or control buildings shall be subject to the minimum setback requirements of the underlying zoning district
13. Tower Accessory Building and Structure Design. The design and color of accessory or related structures or control buildings shall be architecturally designed to blend in with the surrounding buildings and environment.
14. Fences and Walls. A fence or wall not less than six feet in height from finished grade shall be constructed around each communication tower and around each guy anchor and peripheral support.

(Code 2007, 26-144)

Sec. 26-3-145 Landscaping and Screening.

1. Ground- and rooftop-mounted mechanical equipment shall be screened from view off-site in accordance with the screening standards.
2. Perimeter trees shall be used to help screen the tower from residences in accordance with the requirements of the subsection.

Sec. 26-3-146. Signs.

No signs shall be allowed on a tower or antenna; provided, however, where high voltage is necessary for the operation of the communication tower and it is present in a ground grid or in the tower, signs located every 20 feet and attached to the fence or wall shall display in large bold letters the following: "HIGH VOLTAGE DANGER."

Sec. 26-3-147. Removal.

1. Towers and antennae shall be removed, at the owner's expense, within 180 days of the discontinuance of use unless the city extends this time in writing.
2. An owner wishing to extend the time for removal or reactivation shall submit an application stating the reason for such extension. The director may extend the time for removal or reactivation of up to 60 additional days upon a showing of good cause. If the tower and antennae are not timely removed, the city may give notice that it will contract for removal within 30 days following written notice to the owner. Thereafter, the city may remove the structure at the cost of the owner.
3. Upon removal of the wireless telecommunication facility, the site shall be returned to its natural state and topography and vegetated consistent with the natural surroundings.

Sec. 26-3-148. Definitions.

Alternative tower structure

Clock towers, bell steeples, light poles and similar mounting structures that camouflage or conceal the presence of antennas.

Antenna

Any exterior transmitting or receiving device mounted on a tower, building or structure and used in communications that radiate or capture electromagnetic waves,, digital signals, analog signals, radio frequencies (excluding radar signals), wireless telecommunications signals or other communication signals.

Backhaul network

The lines that connect a provider's towers/cell sites to one or more cellular telephone switching offices, an/or long distance providers, or the public switched telephone network.

Collocation

The provision of multiple antennas of more than one commercial wireless communication service provider or government entity on a single tower or structure.

Communications tower

As used in this Division shall mean any structure that is designed and constructed for the purpose of supporting one or more antennas for telephone, radio and similar communication purposes, including self -supporting lattice towers, guyed towers, or monopole towers. The term includes radio and television transmission towers, microwave towers, common-carrier towers, cellular telephone towers, alternative tower structures, and the like. The term includes the structure and any support thereto.

Preexisting towers/antennas

Any tower or antenna for which a building permit or special use permit has been properly issued prior to the effective date of this ordinance.

Telecommunications

As defined in the federal Telecommunications Act of 1996, means the transmission, between or among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received.

(Code 2007, 26-145)

Sec. 26-3-149 to 26-3-150. Reserved.

Staff Summary Report

MEETING DATE:	September 25, 2018
AGENDA ITEM:	XIV. LAND USE HEARING (A)
AGENDA TITLE:	OG 18-02 Hilcorp Inc. Drill Site Permit - Sam Cooley #1

ACTION REQUESTED BY:	Keri Hutchins Hilcorp San Juan, L.P. 382 Road 3100 Aztec, NM 87410
ACTION REQUESTED:	Approval of OG 18-02 Oil & Gas Modification of an existing gas well to in NWSW of Sec 9, T30N, R11W 1865' FSL, 1310' FWL, City of Aztec, San Juan County, New Mexico.
SUMMARY BY:	Steven M. Saavedra, CFM

PROJECT DESCRIPTION / FACTS

This request seeks approval to modify an existing gas well to be installed at the above location. The site is situated within Aztec's municipal limits on private property. The well site abuts Aztec Blvd & Chaco St. (Between A&W & Hi-Country Chevrolet).

The technical location can be derived from the form submitted by the applicant titled 'State of New Mexico Energy, Minerals & Natural Resources Department
The well site information is as follows:

Well Name:	Sam Cooley #1
Lease No.	Sam Cooley 263208-0000
Existing Pad Area:	0.40 acres (approximately)
New Pad Area:	N/A
Total Parcel Area:	0.77 acres
Building Info:	N/A
Floodplain:	No
Arroyo:	N/A
Access:	Chaco St.
Well Operator:	Aztec Well Servicing

Keri Hutchins submitted the application on behalf of Hilcorp San Juan, L.P., located at 382 Road 3100, Aztec, NM 87410. Pursuant to COA Chapter 15-11 "no minor or major oil and gas facility shall be constructed, dug or drilled, plugged or abandoned, nor shall any work in preparation for such facilities/activities be allowed within the boundaries of the municipality until the application and permitting process has been completed and approved by the City Commission. Further, no major maintenance work shall be allowed within the boundaries of the municipality until the application and permitting process has been completed and approved by the City Commission; major maintenance work is defined as any maintenance involving the use of a drilling rig, the

addition of a new compressor or the upgrade to a larger horsepower compressor, and/or the addition of a pump jack”.

The application includes the State of New Mexico OCD approvals, certificate of insurance, dust mitigation plan, noise mitigation plan, and weed mitigation plan. The application did not include a wildlife mitigation plan (threatened or endangered (T&E) species survey). In addition, staff does not feel the visual and sound mitigation plan is adequate, as no visual screening or landscaping accompanies this application.

The Sam Cooley #1 well abuts Aztec Blvd (NM 516). According to the Metropolitan Planning Organization (MPO) Aztec Blvd is the highest traveled right-of-way in Aztec, with over 24,000 cars passing daily. The applicant correctly identified the grade change as a visual mitigation method. However, staff feels screening and landscaping advances Aztec’s beautification efforts, similar to landscaping provided by O’Reilly Auto Parts store. The application should include screening and landscaping pursuant to COA § 15-32. The application materials are attached to this report. Application information is retained within the OG 18-02 file and available for inspection upon written public records request.

A road maintenance plan was not submitted as part of the application. Chaco St is the access right-of-way to and from the well site. During drilling and subsequent operations, all equipment and vehicles need to be confined to the well site and cannot obstruct the right-of-way. City staff is requiring a minimum of three (3) inches deep) of gravel road base and maintained through the duration of the well. In addition, City staff is recommending the installation of standard concrete drive apron, to reduce mud and gravel accumulating on Chaco St. Aztec and surrounding areas are subject to heavy rains and flooding during monsoon season. Though the review process is the same for all wells, it seems imperative that this report includes a discussion of the staff review for the location of any waterways, arroyos, and other natural geographic features. The nearest arroyo identified on Aztecs GIS is approximately 2,038 linear feet. However, the well site and parcel of property is not located in a designated FEMA Flood Zone (FEMA Zone X).

Community Development does not object to this application, OG 18-02 a request to modify an existing gas well at the prescribed location. The recommendation for approval will be contingent on the development adhering to all of the processes and performance measures described in all mitigation plans, and all other regulations whether they be federal, state and City of Aztec Codes. The approval is also conditioned upon the development maintaining compliance with the industry’s own Standard Best Management Practices. The Community Development Department requires a site visit from the Hilcorp San Juan L.P to ensure all mitigation plans and conditions of approval be met during and after construction. Community Development recommends approval with the following conditions:

1. The development must adhere to all of the processes and performance measures described in submitted documents, including the Surface Use Plan of Operations and Surface Reclamation Plan, as well as all other applicable regulations promulgated by federal, state or local jurisdictions;
2. Applicant needs to install sounds emission controls, Pursuant to COA 15-25(1-8) & visual mitigations measures pursuant to COA 15-32 (8-16) during the time of modification of the said well;
3. A gravel road, with a standard concrete drive apron to reduce the accumulation of mud and gravel on Chaco.

FINDINGS OF FACT

1. The proposed project is situated in the City of Aztec;
2. The contractor and operator maintain a certificate of insurance;
3. The development must adhere to all of the processes and performance measures described in submitted documents, including the Surface Use Plan of Operations and Surface Reclamation Plan, as well as all other applicable regulations promulgated by federal, state or local jurisdictions;
4. The project must maintain compliance with the industry Standard Best Management Practices;
5. Equipment should not exceed the area's visual profile/horizontal plane;
6. A complete copy of the application containing all of the required reports and this submittal is available for review in the Community Development Office, and;
7. Installation of sounds emission controls, Pursuant to COA 15-25(1-8) & visual mitigations measures pursuant to COA 15-32 (8-16) during the time of modification of the said well;
8. A minimum of three (3) inches deep of gravel road base maintained throughout the duration of the well and the installation of a standard concrete apron abutting Chaco St.
9. Should any changes occur in any and all mitigation plan(s), such as the noise mitigation plan, the applicant needs to submit such changes to the Community Development Department to ensure it adheres to the requirements of COA § 15-25;
10. The Community Development Department requires a site visit from the Hilcorp San Juan L.P to ensure all mitigation plans and conditions of approval are meet during and after construction.

SUPPORT DOCUMENTS:

1. Application
 - a. Maps prepared by applicant
 - b. OCD Approvals
 - c. Mitigation Plans

DEPARTMENT'S RECOMMENDED MOTION: Move To Approve OG 18-02 an Oil & Gas Well application submitted by Keri Hutchins, on behalf of Hilcorp San Juan, L.P. for permission to modify an existing well at the location indicated per the staff report, with recommended conditions and suggested Finding of Facts.



CITY OF AZTEC OIL & GAS APPLICATION

Permit #: 0618-02 Date Started: 8/23/18 Date Approved: _____ Fees Paid: 500.00

APPLICANT CONTACT INFORMATION

Name of Operator: Hilcorp San Juan, L.P.
Address: 382 Road 3100
Contact Name: Keri Hutchins
Phone: 505-564-0743
Email: khutchins@hilcorp.com
Name of Lease/Owner: Sam Cooley

WELL INFORMATION

Well Name: Sam Cooley #1
API #: 30-045-09671
Type of Lease: Fee
Lease Number: "Sam Cooley" 263208-000
Depth: 6,750'
Formation: Dakota
Location: Unit L, Section 9, T30N-R11W, San Juan County, NM
Type of Work: Mesaverde Recompletion
Contractor: Aztec Well Service
Proposed Work Dates: Estimated October 15-19, 2018 (only 1 day rigged up, assuming no issues)

WELL LOCATION

Address: Unit L, Section 9, T30N-R11W, San Juan County, NM
Tax ID: R0000187
Parcel Size (acres): 0.77 acres
Zone District: _____
Flood Plain: _____ YES NO
Existing Pad Area: 243' x 223'
Well Pad Area (sqft) : New Pad/ Expansion: N/A
Total Pad Area: 1.277 acres
Setbacks: Building: N/A
Arroyo: N/A

WELL FEATURES			
Feature	Existing	New	Removed
Compressors (specify whether electric or gas):			N/A
Meter House:	X		
Separators:	X		
Valves:	X		
Evaporative Tanks:			N/A
Production Tanks:	X		
Reserve Pits:			N/A
Pump Jacks:			N/A
Sound Enclosures:			N/A

DOCUMENTATION			
	Yes	No	N/a
Owner Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed Site Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weed/Vegetation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Load Calculation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Visual Mitigation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wildlife Mitigation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise Mitigation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust/Access Mitigation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Original Lease	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surface Damage/ROW Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
APD Sundry Notice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C-144	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Elevation Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Land Use Hearing Application (Variance, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Business License Application	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

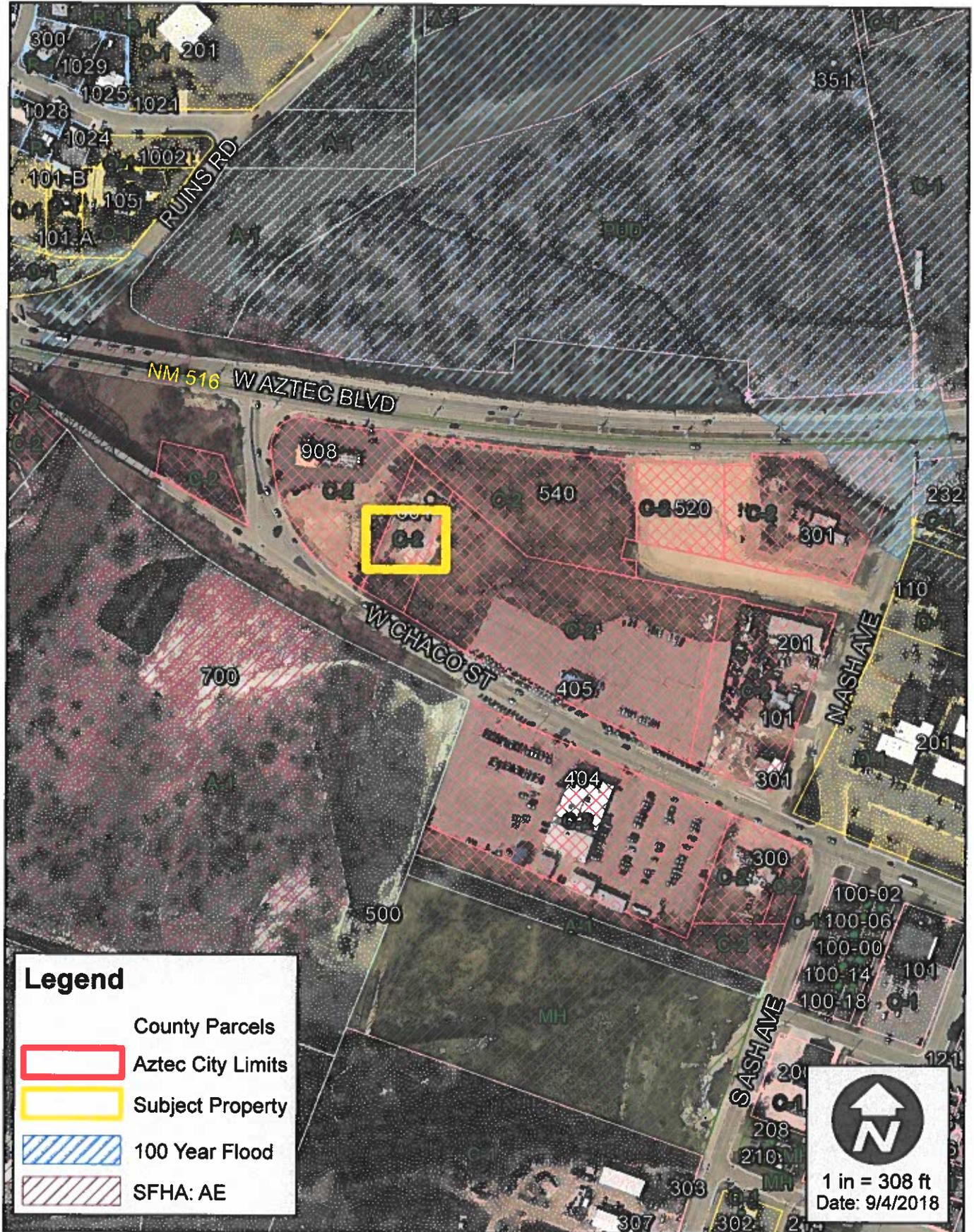
APPLICANT SIGNATURE
 I, Keri Hutchins representing Hilcorp San Juan, L.P. hereby certify that I have read this application and hereby dispose and state under penalty of perjury that all statements, proposals, and documents submitted with this application are true and correct and that I shall adhere to the Municipal Regulations of the City of Aztec.
 Signature: _____ Date: August 14, 2018

CITY of AZTEC USE ONLY

City Commission Meeting Date: _____
 City Commission Action: _____ APPROVED _____ DENIED

FEEES ARE DUE PRIOR TO COMMISSION MEETING
Fees are: \$10 Administration Fee + \$500 Oil & Gas Fee = Total \$510

Site Map - Sam Cooley #1



This document/map is used for informational purposes only. This document/map and the information contained herein is provided "as is" and the City of Aztec does not warrant that the document/map or the information will be error-free.

City of Aztec, New Mexico

OIL & GAS PERMIT APPLICATION

Hilcorp San Juan, L.P.

**Sam Cooley #1
API# 3004509671**

Dakota Recomplete to Mesaverde

NWSW of Section 9, T30N, R11W
1865' FSL, 1310' FWL
San Juan County, New Mexico

0618-02

01

TY OF AZTEC
03/23/2018 16:00 CD

CM DEV OIL & GAS PERMITS

Submit 1 Copy To Appropriate District Office
 District I - (575) 393-6161
 1625 N. French Dr., Hobbs, NM 88240
 District II - (575) 748-1283
 811 S. First St., Artesia, NM 88210
 District III - (505) 334-6178
 1000 Rio Brazos Rd., Aztec, NM 87410
 District IV - (505) 476-3460
 1220 S. St. Francis Dr., Santa Fe, NM 87505

State of New Mexico
 Energy, Minerals and Natural Resources

Form C-103
 Revised July 18, 2013

OIL CONSERVATION DIVISION
 1220 South St. Francis Dr.
 Santa Fe, NM 87505

WELL API NO. 30-045-09671
5. Indicate Type of Lease STATE <input type="checkbox"/> FEE <input checked="" type="checkbox"/>
6. State Oil & Gas Lease No.
7. Lease Name or Unit Agreement Name Sam Cooley
8. Well Number 1
9. OGRID Number 372171
10. Pool name or Wildcat Mesaverde

SUNDRY NOTICES AND REPORTS ON WELLS
 (DO NOT USE THIS FORM FOR PROPOSALS TO DRILL OR TO DEEPEN OR PLUG BACK TO A DIFFERENT RESERVOIR. USE "APPLICATION FOR PERMIT" (FORM C-101) FOR SUCH PROPOSALS.)

1. Type of Well: Oil Well Gas Well Other

2. Name of Operator
HILCORP ENERGY COMPANY

3. Address of Operator
382 Road 3100, Aztec, NM 87410

4. Well Location
 Unit Letter L 1865 feet from the South line and 1310 feet from the West line
 Section 09 Township 30N Range 11W NMPM County San Juan

11. Elevation (Show whether DR, RKB, RT, GR, etc.)
5582' GR

12. Check Appropriate Box to Indicate Nature of Notice, Report or Other Data

NOTICE OF INTENTION TO:		SUBSEQUENT REPORT OF:	
PERFORM REMEDIAL WORK <input type="checkbox"/>	PLUG AND ABANDON <input type="checkbox"/>	REMEDIAL WORK <input type="checkbox"/>	ALTERING CASING <input type="checkbox"/>
TEMPORARILY ABANDON <input type="checkbox"/>	CHANGE PLANS <input type="checkbox"/>	COMMENCE DRILLING OPNS. <input type="checkbox"/>	P AND A <input type="checkbox"/>
PULL OR ALTER CASING <input type="checkbox"/>	MULTIPLE COMPL. <input type="checkbox"/>	CASING/CEMENT JOB <input type="checkbox"/>	
DOWNHOLE COMMINGLE <input type="checkbox"/>			
CLOSED-LOOP SYSTEM <input type="checkbox"/>			
OTHER: <input checked="" type="checkbox"/> RECOMPLETE		OTHER: <input type="checkbox"/>	

13. Describe proposed or completed operations. (Clearly state all pertinent details, and give pertinent dates, including estimated date of starting any proposed work). SEE RULE 19.15.7.14 NMAC. For Multiple Completions: Attach wellbore diagram of proposed completion or recompletion.

Hilcorp Energy Company plans to recomplete the subject well in the Mesaverde formation and downhole commingle the existing Dakota with the Mesaverde. Attached is the MV plat, recomplete procedure, updated schematic and Gas Capture Plan. A DHC application will be filed and approved prior to commingling. A Closed Loop system will be used.

NMOC

JUL 05 2018

DISTRICT III

* See Attached conditions of Approval

Spud Date:

Rig Release Date:

I hereby certify that the information above is true and complete to the best of my knowledge and belief.

SIGNATURE Amanda Walker TITLE Operations / Regulatory Technician DATE 7/3/2018

Type or print name Amanda Walker E-mail address: mwalker@hilcorp.com PHONE: 505-324-5122

For State Use Only

APPROVED BY: Brenda Hill TITLE Deputy Oil & Gas Inspector, District #3 DATE 7/30/18

Conditions of Approval (if any): * See Attached AV



HILCORP ENERGY COMPANY
SAM COOLEY 1
MESA VERDE RECOMPLETION SUNDRY

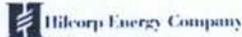
JOB PROCEDURES

1. MIRU service rig and associated equipment; NU and test BOP.
2. TOOH with 2 3/8" tubing set at 6,639'.
3. Set a 4-1/2" cast iron bridge plug at +/- 4600' to isolate the Dakota.
4. Load hole with fluid and run a CBL in the 4-1/2" casing. Verify cement bond within the Mesa Verde and TOC is above 3,500'. Review with NMOCD.
5. (If needed) Perforate holes in the 4-1/2" casing based on CBL results above TOC in the Mesa Verde, set a 4-1/2" cmt retainer above the perforations.
6. (If needed) WOC, TIH with a mill, tag cement, and drill out to cement retainer.
7. (If needed) Run a CBL to determine TOC behind the 4-1/2" casing is above 3,500' and review with the NMOCD.
8. Drill out the cement retainer.
9. RU wireline and perforate the Mesa Verde.
10. TIH with 2-7/8" frac tubing string with packer. Pressure test frac string to frac pressure.
11. N/D BOP, N/U frac stack and test frac stack to frac pressure.
12. Frac the Mesa Verde in one stage. (Top perforation @ 4,000', Bottom perforation @ 4,560')
13. Nipple down frac stack, nipple up BOP and test. TOOH with frac tubing string and packer and LD.
14. TIH with a mill and clean out to Dakota isolation plug and when water and sand rates are acceptable, flow test the Mesa Verde.
15. Drill out Dakota isolation plug and cleanout to PBSD of 6,683'. TOOH.
16. TIH and land production tubing. Get a commingled Dakota/Mesa Verde flow rate.



**HILCORP ENERGY COMPANY
SAM COOLEY 1
MESA VERDE RECOMPLETION SUNDRY**

SAM COOLEY 1 - CURRENT WELLBORE SCHEMATIC



Schematic - Current

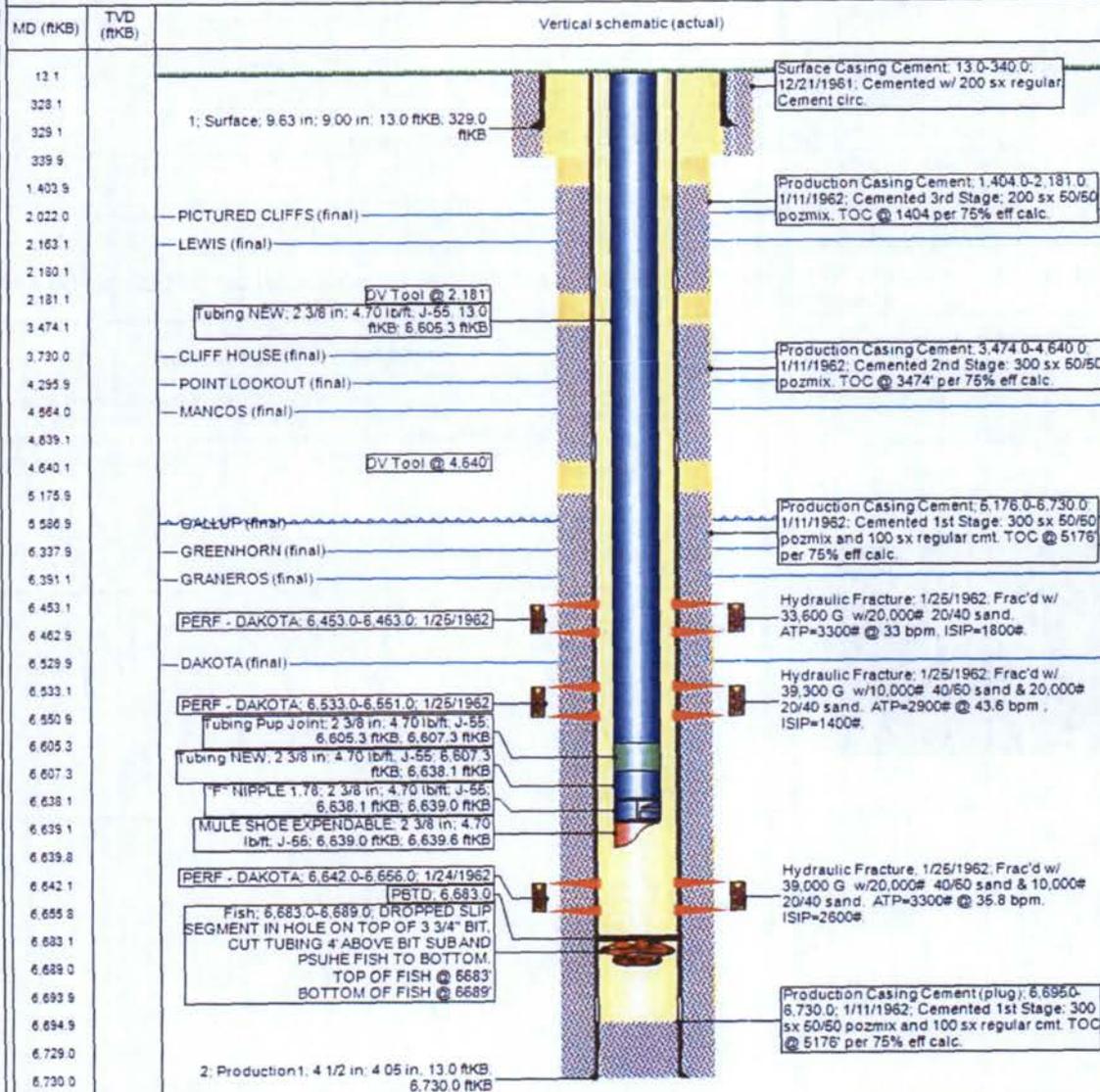
Well Name: SAM COOLEY #1

API / UWI 3004509671	Surface Legal Location 009-035N-011W-L	Field Name DK	License No.	State/Province NEW MEXICO	Well Configuration Type Vertical
Original KB RT Elevation (ft) 5,695.00	KB-Tubing Hanger Distance (ft)	Original Spud Date 12/19/1961 00:00	Rig Release Date	PSTD (ft) (TVD) Original Hole - 6,683.0	Total Depth Air (TVD) (ft)

Most Recent Job

Job Category WELL INTERVENTION	Primary Job Type TUBING REPAIR	Secondary Job Type	Actual Start Date 7/11/2012	End Date 7/30/2012
-----------------------------------	-----------------------------------	--------------------	--------------------------------	-----------------------

TD: 6,730.0 Vertical. Original Hole, 6/15/2018 7:55 52 AM



District I

1625 N. French Dr., Hobbs, NM 88240
Phone:(575) 393-6161 Fax:(575) 393-0720

District II

811 S. First St., Artesia, NM 88210
Phone:(575) 748-1283 Fax:(575) 748-9720

District III

1000 Rio Brazos Rd., Aztec, NM 87410
Phone:(505) 334-6178 Fax:(505) 334-6170

District IV

1220 S. St Francis Dr., Santa Fe, NM 87505
Phone:(505) 476-3470 Fax:(505) 476-3462

**State of New Mexico
Energy, Minerals and Natural
Resources
Oil Conservation Division
1220 S. St Francis Dr.
Santa Fe, NM 87505**

WELL LOCATION AND ACREAGE DEDICATION PLAT

1. API Number 30-045-09671	2. Pool Code 72319	3. Pool Name BLANCO-MESAVERDE (PRORATED GAS)
4. Property Code 319065	5. Property Name SAM COOLEY	6. Well No. 001
7. OGRID No. 372171	8. Operator Name HILCORP ENERGY COMPANY	9. Elevation 5582

10. Surface Location

UL - Lot L	Section 9	Township 30N	Range 11W	Lot Idn	Feet From 1865	N/S Line S	Feet From 1310	E/W Line W	County SAN JUAN
---------------	--------------	-----------------	--------------	---------	-------------------	---------------	-------------------	---------------	--------------------

11. Bottom Hole Location If Different From Surface

UL - Lot	Section	Township	Range	Lot Idn	Feet From	N/S Line	Feet From	E/W Line	County
12. Dedicated Acres 320.00	13. Joint or Infill			14. Consolidation Code			15. Order No. NSP, R-6778		

NO ALLOWABLE WILL BE ASSIGNED TO THIS COMPLETION UNTIL ALL INTERESTS HAVE BEEN CONSOLIDATED OR A NON-STANDARD UNIT HAS BEEN APPROVED BY THE DIVISION

	<p>OPERATOR CERTIFICATION</p> <p><i>I hereby certify that the information contained herein is true and complete to the best of my knowledge and belief, and that this organization either owns a working interest or unleased mineral interest in the land including the proposed bottom hole location(s) or has a right to drill this well at this location pursuant to a contract with an owner of such a mineral or working interest, or to a voluntary pooling agreement or a compulsory pooling order heretofore entered by the division.</i></p> <p>E-Signed By: <i>Amanda Walker</i> Title: Operations/Regulatory Tech Date: 7/3/2018</p>
	<p>SURVEYOR CERTIFICATION</p> <p><i>I hereby certify that the well location shown on this plat was plotted from field notes of actual surveys made by me or under my supervision, and that the same is true and correct to the best of my belief.</i></p> <p>Surveyed By: James P. Leese Date of Survey: 12/8/1961 Certificate Number: 1463</p>

State of New Mexico
Energy, Minerals and Natural Resources Department

Susana Martinez
Governor

Ken McQueen
Cabinet Secretary

Matthias Sayer
Deputy Cabinet Secretary

Heather Riley, Division Director
Oil Conservation Division



New Mexico Oil Conservation Division
Conditions of Approval

Well information:

API WELL #	Well Name	Well #	Operator Name	Type	Stat	County	Surf_Owner	UL	Sec	Twp	N/S	Rng	W/E
30-045-09671-00-00	SAM COOLEY	001	HILCORP ENERGY COMPANY	G	A	San Juan	P	L	9	30	N	11	W

Application Type:

- Recomplete/DHC** (For hydraulic fracturing operations review EPA Underground injection control Guidance #84; Submit Gas Capture Plan form prior to spudding or initiating recompletion operations)

Conditions of Approval:

- Notify the OCD 24hrs prior to beginning operations.
- Set cast iron bridge plug (CIBP) inside of cemented casing and at least 500' below the bottom of the proposed perforations. To show adequate formation/cement isolation.
- Perform and submit a cement bond log (CBL) to the OCD for review and approval prior to perforating the formation.
- If needed, submit proposed remediation plan to the OCD for review and approval prior to starting remediation.

30-045-09671

NUMBER OF COPIES RECEIVED	
DISTRIBUTION	
SANTA FE	
FILE	
U.S.G.S.	
LAND OFFICE	
TRANSPORTER	OIL
	GAS
PRORATIN G OFFICE	
OPERATOR	

NEW MEXICO OIL CONSERVATION COMMISSION
Santa Fe, New Mexico

Form G-101
 Revised (12/1/55)

NOTICE OF INTENTION TO DRILL

Notice must be given to the District Office of the Oil Conservation Commission and approval obtained before drilling or recompletion begins. If changes in the proposed plan are considered advisable, a copy of this notice showing such changes will be returned to the sender. Submit this notice in QUINTUPLICATE. One copy will be returned following approval. See additional instructions in Rules and Regulations of the Commission. If State Land submit 6 Copies Attach Form G-128 in triplicate to first 3 copies of form G-101

207 Petr. Club Plaza, Farmington, N. M.
 (Place)

12/11/61
 (Date)

OIL CONSERVATION COMMISSION
 SANTA FE, NEW MEXICO

6-OCC, 1-Carr, 1-D, 1-F, 1-Aspen

Gentlemen:

You are hereby notified that it is our intention to commence the Drilling of a well to be known as
Southwest Production Company

(Company or Operator)

Cooley
 (Lease)

Well No. **1**, in **L** (Unit)

The well is

located **1865** feet from the **South** line and **1310** feet from the **West** line of Section **9**, T. **30N**, R. **11W**, NMPM.

(GIVE LOCATION FROM SECTION LINE) **Basin Dakota** Pool, **San Juan** County

If State Land the Oil and Gas Lease is No.

If patented land the owner is **Sam S. Cooley**

Address **P. O. Box 660, Roswell, N. M.**

We propose to drill well with drilling equipment as follows: **Rotary**

The status of plugging bond is **\$10,000.00 Blanket Bond in Effect**

Drilling Contractor **Aspen Drilling Company**
P. O. Box 2060, Farmington, New Mexico

We intend to complete this well in the **Dakota** formation at an approximate depth of **6750** feet.

CASING PROGRAM

We propose to use the following strings of Casing and to cement them as indicated:

Size of Hole	Size of Casing	Weight per Foot	New or Second Hand	Depth	Sacks Cement
12 1/2"	9 5/8"	32#	New	300	250
7 7/8"	4 1/2"	10.50#	New	At T. D.	300 sx or enough to cover the Gallup formation.

If changes in the above plans become advisable we will notify you immediately.

ADDITIONAL INFORMATION (If recompletion give full details of proposed plan of work.)

DV tools will be placed for the protection of the Pictured Cliffs and Mesaverde formations.

Approved 12-13, 1961
 Except as follows:

Sincerely yours,

Southwest Production Company
 (Company or Operator)

By **Original signed by**
Carl W. Smith

Position **Superintendent**
 Send Communications regarding well to
Southwest Production Company

Name
 Address **207 Petr. Club Plaza, Farmington, N. M.**



OIL CONSERVATION COMMISSION

By Curry E. Smith

NEW MEXICO OIL CONSERVATION COMMISSION

Well Location and Acreage Dedication Plat

Section A.

Date 12/11/61

Operator SOUTHWEST PRODUCTION COMPANY Lease Cooley
 Well No. 1 Unit Letter L Section 9 Township 30 NORTH Range 11 WEST, NMPM
 Located 1865 Feet From the SOUTH Line, 1310 Feet From the WEST Line
 County SAN JUAN G. L. Elevation 5532.0 Dedicated Acreage W/320 Acres
 Name of Producing Formation Dakota Pool Basin Dakota

1. Is the Operator the only owner in the dedicated acreage outlined on the plat below?
 Yes No
2. If the answer to question one is "no", have the interests of all the owners been consolidated by communitization agreement or otherwise? Yes No . If answer is "yes", Type of Consolidation.

3. If the answer to question two is "no", list all the owners and their respective interests below:

Owner Land Description

<u>Owner</u>	<u>Land Description</u>

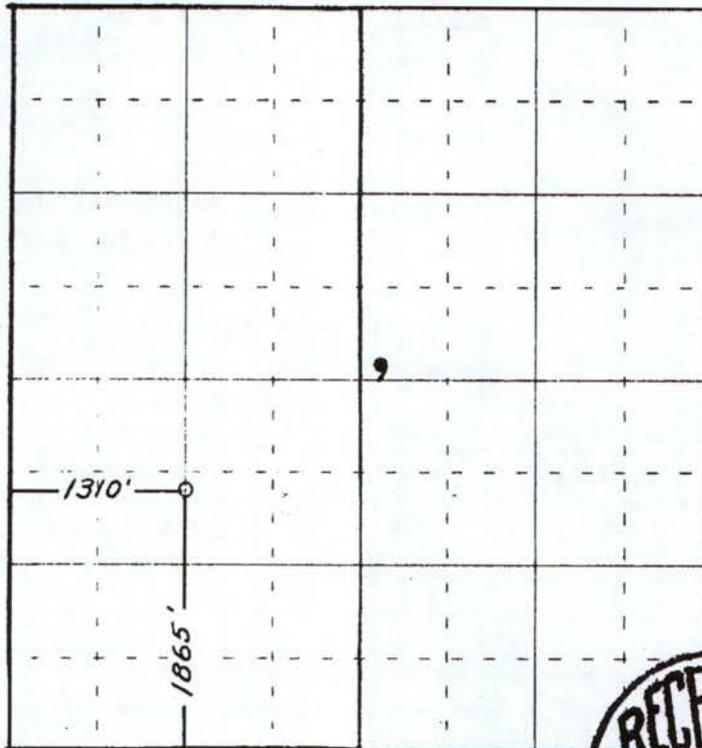
Section B.

Note: All distances must be from outer boundaries of section.

This is to certify that the information in Section A above is true and complete to the best of my knowledge and belief.

Southwest Production Company
 (Operator) Original signed by Carl W. Smith
 (Representative)
207 Petr. Club Plaza
 (Address)
Farmington, New Mexico

Ref: GLO plat dated 7 April 1961



This is to certify that the above plat was prepared from field notes of actual surveys made by me or under my supervision and that the same are true and correct to the best of my knowledge and belief.



Date Surveyed 8 December 1961
James P. Leese
 Registered Professional Engineer and/or Land Surveyor
 James P. Leese N. Mex. Reg. No. 1463

Farmington, New Mexico

Hilcorp San Juan, L.P.

Sam Cooley #1

Weed & Disturbance Plan

All rig work will occur on the existing pad utilizing existing access roads.

All work will be on fee surface owned by the applicant. The applicant will ensure that weeds are continually sprayed on this location.

Hilcorp San Juan, L.P.

Sam Cooley #1

Visual Mitigation Plan

- This well location is an existing location (drilled in 1961); thus, the facility siting and design is already in place and is not at issue in this application
- No damage to existing trees and vegetation will occur; all rig work will be performed on lease and within the existing disturbed area.
- No new access roads will be created to access the well.
- The facility is surrounded by existing vegetation which serves as a visual screen around the location.
- The location is below grade and, thus, naturally screened from the nearby highway by existing topography.

Hilcorp San Juan, L.P.

Sam Cooley #1

Wildlife Mitigation Plan

All rig work will occur on the existing pad utilizing existing access roads.

There will be no fluids stored on site; thus, no need for fencing any tanks or pits. The well location is currently fenced and will continue to be fenced for the duration of the project.

Any additional activity will be confined to the current well pad area that has been continuously in use since 1962. Any increase in activity will occur during the hours of 8:00am – 5:00pm, thus there will be no impact to nocturnal wildlife.

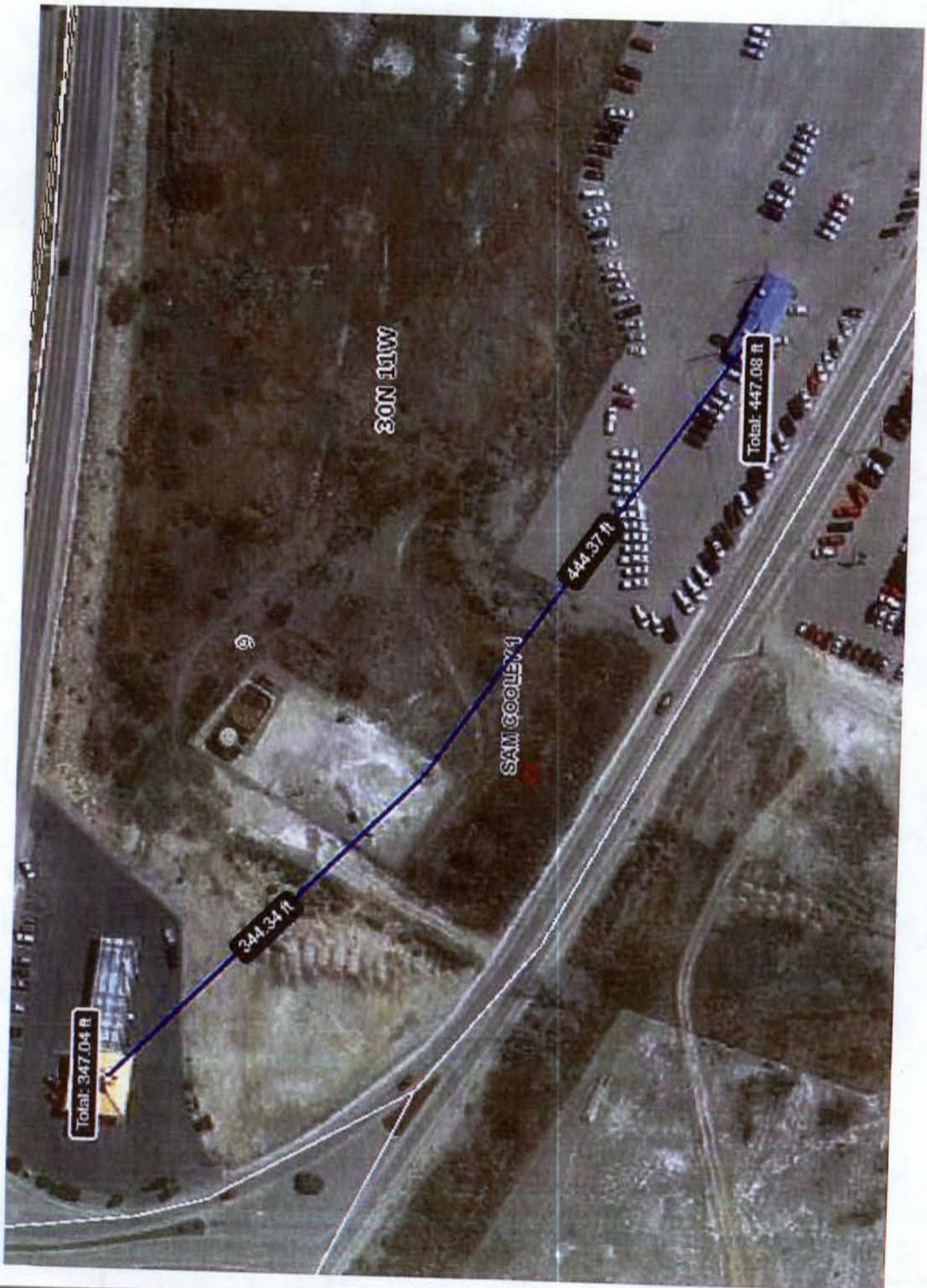
The well pad is located in a high traffic area and is surrounded by public roads. Thus, it is not currently wildlife habitat.

Hilcorp San Juan, L.P.

Sam Cooley #1

Noise Mitigation Plan

- The maintenance project will be conducted in a manner that makes “the least noise possible,” as directed under the Sound Emissions section of the City Code (Section 15-25). Under the Code, the recomplete project described in this application is considered an “intermittent operation;” the Code requires that it does not create a “noise nuisance” to surrounding residents or public gathering areas.
- The following additional measures will be implemented by Hilcorp to reduce the noise emitted:
 - All motorized equipment will be equipped with hospital-grade mufflers for a 25db noise reduction
 - A sound management plan will be adopted whereby all operations will occur between 8:00am and 5:00pm to reduce nighttime sound emissions
- Based on the current site conditions, is one nearby commercial structure within 400’ of the well location. See included aerial image.
- There are no residential buildings within 400 feet from the wellhead.



Total: 347.04 ft

344.34 ft

444.37 ft

Total: 447.08 ft

30N 11W

SAM COOLEY

Hilcorp San Juan, L.P.

Sam Cooley #1

Dust Control

Access to the well will be via existing road and truck traffic will be minimal. To maintain dust control, the access roadway will be watered with freshwater using a sprinkling truck system as needed.

The proposed well recompletion project itself will not create any dust.

Hilcorp San Juan, L.P.

Sam Cooley #1

Surface Use Agreement

The applicant, Hilcorp San Juan, L.P. owns this surface property. Thus, no ROW or Surface Use Agreement is necessary.

Mayor
Victor C. Snover

Mayor Pro-Tem
Rosalyn A. Fry



Commissioners
Austin R. Randall
Sherri A. Sipe
Mark E. Lewis

A desirable place to live, work and play; rich in history and small town values!

**NOTICE OF PUBLIC HEARING
OIL AND GAS PERMIT
PETITION NO. OG 18-02**

September 3, 2018

Dear Property Owner:

Notice is hereby given that an application has been filed with the City of Aztec - Community Development Department for oil and gas permit to allow recompletion on the Sam Cooley #1 well (a gas well) (COA 15-11) by Hilcorp San Juan LP in the City of Aztec, San Juan County, New Mexico, as described below:

LEGAL DESCRIPTION

NWSW of Section 9, T30N, R11W 1865' FSL, 1310' FWL, In the City of Aztec, San Juan County, New Mexico.

Pursuant to the provisions of Section 3-21-6, New Mexico Statutes Annotated, 1978 Compilation, notice is hereby given that the petition will be heard in a public hearing by Aztec's City Commission on **Tuesday, September 25th, 2018 at 6:00 p.m.** in the City Commission Chambers at City Hall, 201 W. Chaco Street, Aztec, New Mexico. All persons shall have an opportunity to be heard why said application should be granted or denied. All persons are invited to attend said hearing.

You are receiving this letter because you may own property within 400 feet (excluding public right-of-way) of the proposed request. You are invited to attend the hearings noted above or submit written comments prior to the meeting to the Community Development Department at 201 W. Chaco Street, Aztec, New Mexico 87410. Please be advised that this petition could be canceled or withdrawn prior to the meeting date.

If you have any questions regarding this notice or would like additional information regarding this petition, please contact the Community Development Department at 505-334-7604.

Sincerely,

Community Development Department
City of Aztec
Beth Mace

The newspapers of **New Mexico** make public notices from their printed pages available electronically in a single database for the benefit of the public. This enhances the legislative intent of public notice - keeping a free and independent public informed about activities of their government and business activities that may affect them. Importantly, Public Notices now are in one place on the web (www.PublicNoticeAds.com), not scattered among thousands of government web pages.

County: San Juan
Printed In: Farmington Daily Times
Printed On: 2018/09/07

OG 18-02 Sam Cooley #1

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Legal No. 1260661 published in The Daily Times on Sept. 7, 2018.

Public Notice ID:

CITY OF AZTEC
2018-08-23 16:00 L2028

CM DEV OIL & GAS PERMITS

U-A230864	AMOUNT
FMSD CM DEV OIL & GAS PERMI	500.00

PAYMENT RECEIVED	AMOUNT
PP / 7411	500.00

AUTH CODE: 47720944	
TOTAL	500.00

Staff Summary Report

MEETING DATE: September 25, 2018
AGENDA ITEM: XIV. LAND USE HEARING (B)
AGENDA TITLE: OG 18-03 Hilcorp Inc. Drill Site Permit - Bruington

ACTION REQUESTED BY: Keri Hutchins
Hilcorp San Juan, L.P.
382 Road 3100
Aztec, NM 87401

ACTION REQUESTED: Approval of OG 18-03 Oil & Gas Modification of an existing gas well in SENW of Section 21, T30N, R11W 1700' FNL, 1895' FWL, San Juan County Tax ID No. R0012519

SUMMARY BY: Steven M. Saavedra, CFM

PROJECT DESCRIPTION / FACTS

This request seeks approval to modify an existing gas well installed at the above location. The site is situated within Aztec's municipal limits on private property. According to San Juan County Assessors, the property is owned by Tis One Sisters LLC. The proposed site is in the city's south area, south of Presidential Suites and west of US 550.

The technical location can be derived from the form submitted by the applicant titled 'State of New Mexico Energy, Minerals & Natural Resources Department'.

The well site information is as follows:

Well Name:	Bruington Gas Com C4
Lease No.	Fee
Existing Pad Area:	1.3 acres
New Pad Area:	N/A
Total Parcel Area:	160 acres
Building Info:	N/A
Floodplain:	No
Arroyo:	Setback, 376 linear
Access:	Existing right of easement recorded 3/30/2007, B1452, P546, San Juan County, New Mexico.
Contractor	Aztec Well Servicing

Keri Hutchins submitted the application on behalf of Hilcorp San Juan, L.P., located at 382 Road 3100 in Aztec, NM. The information submitted with the application adheres to Chapter 15 'Oil and Gas Wells' adopted as Chapter 15 in Aztec's City Code (August 2013). The application includes the State of New Mexico OCD approvals, a copy of the oil and gas lease agreement,

certificate of insurance, dust mitigation plan, noise mitigation plan, and weed mitigation plan. The application materials are attached to this report. Application information is retained within the OG 18-03 file and available for inspection upon written public records request.

After a review of the Aztec City Code requirements contained in Chapter 15 of the Oil and gas Wells standards, staff finds the application mostly complete and complies with the submission requirements. Community Development does not object to this application, OG 18-03 a request to modify an existing gas well at the prescribed location. However, Community Development recommends screen and landscaping, based on the proximity of residential dwelling units on Falcon Bluff. In addition, an adjacent well further west is currently screed.

Currently, Community Development has received one comment from an affected property owner concerned about the duration of construction and access to well site. The recommendation for approval will be contingent on the development adhering to all of the processes and performance measures described in all mitigation plans, and all other regulations whether they be federal, state or local in origin. The approval is also conditioned upon the development maintaining compliance with the industry's own Standard Best Management Practices. The Community Development Department requests a site visit from the Hilcorp San Juan L.P to ensure all mitigation plans and conditional of approval be met during and after construction. Community Development recommends approval with the following conditions:

1. The development must adhere to all of the processes and performance measures described in submitted documents, including the Surface Use Plan of Operations and Surface Reclamation Plan, as well as all other applicable regulations promulgated by federal, state or local jurisdictions;
2. Applicant needs to install sounds emission controls, Pursuant to COA 15-25(1-8) & visual mitigations measures pursuant to COA 15-32 (8-16) during the time of modification of the said well;
3. Installation of a gravel road 200-feet in length from the public right-of-way and a standard concrete drive apron to reduce the accumulation of mud and gravel on public streets if applicant and contractors access a public right-of-way to said well.

FINDINGS OF FACT

1. The proposed project is situated in the City of Aztec;
2. The closest residential building is approximately 446' away. Certificated letters were mailed to twenty-one (21) property owners and an ad in the Daily Times was placed;
3. The contractor and operator maintain a certificate of insurance;
4. The development must adhere to all of the processes and performance measures described in submitted documents, including the Surface Use Plan of Operations and Surface Reclamation Plan, as well as all other applicable regulations promulgated by federal, state or local jurisdictions;
5. The project must maintain compliance with the industry Standard Best Management Practices;
6. Equipment should not exceed the area's visual profile/horizontal plane;

7. A complete copy of the application containing all of the required reports and this submittal is available for review in the Community Development Office, and;
8. Applicant needs to install sounds emission controls, Pursuant to COA 15-25(1-8) & visual mitigations measures pursuant to COA 15-32 (8-16) during the time of modification of the said well;
9. Should any changes occur in any and all mitigation plan(s), such as the noise mitigation plan, the applicant needs to submit such changes to the Community Development Department to ensure it adheres to the requirements of COA § 15-25;
10. The Community Development Department requires a site visit from the Hilcorp San Juan L.P to ensure all mitigation plans and conditions of approval are meet during and after construction.

SUPPORT DOCUMENTS:

1. Application
 - a. Maps prepared by applicant
 - b. OCD Approvals
 - c. Mitigation Plans

DEPARTMENT'S RECOMMENDED MOTION: Move To Approve OG 18-03 an Oil & Gas Well application submitted by Keri Hutchins, on behalf of Hilcorp San Juan, L.P. for permission to modify an existing well at the location indicated per the staff report with recommended conditions and suggested Finding of Facts.



CITY OF AZTEC
OIL & GAS APPLICATION

Permit #: OG 18-03 Date Started: 8/23/18 Date Approved: _____ Fees Paid: 500.00

APPLICANT CONTACT INFORMATION

Name of Operator: Hilcorp San Juan, L.P.
Address: 382 Road 3100
Contact Name: Keri Hutchins
Phone: 505-564-0743
Email: khutchins@hilcorp.com
Name of Lease/Owner: Bruington Gas Com C

WELL INFORMATION

Well Name: Bruington Gas Com C4
API #: 30-045-32541
Type of Lease: Fee
Lease Number: Bruington Gas Com C - 167067
Depth: 7,010'
Formation: Dakota
Location: Unit F, Section 21, T30N-R11W, San Juan County, NM
Type of Work: Mesaverde Recompletion
Contractor: Aztec Well Service
Proposed Work Dates: Estimated October 15-19, 2018 (only 1 day rigged up, assuming no issues)

WELL LOCATION

Address: Unit F, Section 21, T30N-R11W, San Juan County, NM
Tax ID: R00012519
Parcel Size (acres): 40 acres
Zone District: _____
Flood Plain: _____ YES NO
Existing Pad Area: 149' x 98'
Well Pad Area (sqft) : New Pad/ Expansion: N/A
Total Pad Area: 0.79 acres
Building: N/A
Setbacks: Arroyo: 1,218 ft

WELL FEATURES			
Feature	Existing	New	Removed
Compressors (specify whether electric or gas):			N/A
Meter House:	X		
Separators:	X		
Valves:	X		
Evaporative Tanks:			N/A
Production Tanks:	X		
Reserve Pits:			N/A
Pump Jacks:			N/A
Sound Enclosures:			N/A

DOCUMENTATION			
	Yes	No	N/a
Owner Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed Site Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weed/Vegetation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Load Calculation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Visual Mitigation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wildlife Mitigation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise Mitigation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust/Access Mitigation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Original Lease	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surface Damage/ROW Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
APD Sundry Notice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C-144	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Elevation Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Land Use Hearing Application (Variance, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Business License Application	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

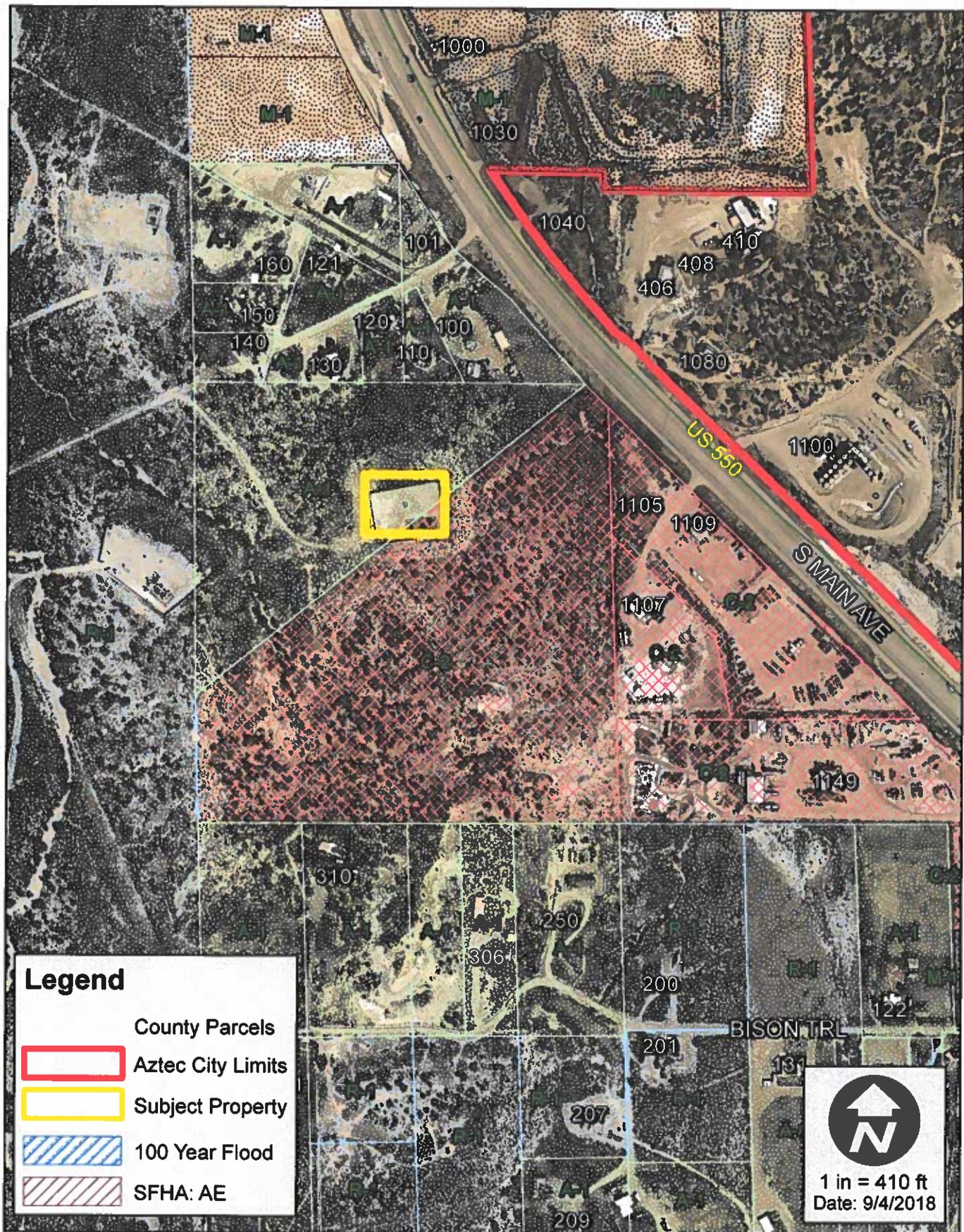
APPLICANT SIGNATURE
 I, Keri Hutchins representing Hilcorp San Juan, L.P. hereby certify that I have read this application and hereby dispose and state under penalty of perjury that all statements, proposals, and documents submitted with this application are true and correct and that I shall adhere to the Municipal Regulations of the City of Aztec.
 Signature: _____ Date: August 14, 2018

CITY of AZTEC USE ONLY

City Commission Meeting Date: _____
 City Commission Action: _____ APPROVED _____ DENIED

FEEES ARE DUE PRIOR TO COMMISSION MEETING
Fees are: \$10 Administration Fee + \$500 Oil & Gas Fee = Total \$510

Site Map - Bruington Gas Com C4



This document/map is used for informational purposes only. This document/map and the information contained herein is provided "as is" and the City of Aztec does not warrant that the document/map or the information will be error-free.

City of Aztec, New Mexico

OIL & GAS PERMIT APPLICATION

Hilcorp San Juan, L.P.

**Bruington Gas Com C4
API# 3004532541**

Dakota Recomplete to Mesaverde

SENW of Section 21, T30N, R11W
1700' FNL, 1895' FWL
San Juan County, New Mexico

0618-03

TY OF AZTEC		
08/23/2018	16:02	CD
CM DEV OIL & GAS PERMITS		
U-0231865		
FMSD CM DEV OIL & GAS PERMITS		AMOUNT
		500.00
PAYMENT RECEIVED		AMOUNT
PP / 7411		500.00
AUTH CODE: 47720985		
TOTAL		500.00

Submit 1 Copy To Appropriate District Office
 District I - (575) 393-6161
 1625 N. French Dr., Hobbs, NM 88240
 District II - (575) 748-1283
 811 S. First St., Artesia, NM 88210
 District III - (505) 334-6178
 1000 Rio Brazos Rd., Aztec, NM 87410
 District IV - (505) 476-3460
 1220 S. St. Francis Dr., Santa Fe, NM 87505

State of New Mexico
 Energy, Minerals and Natural Resources

Form C-103
 Revised July 18, 2013

OIL CONSERVATION DIVISION
 1220 South St. Francis Dr.
 Santa Fe, NM 87505

WELL API NO. 30-045-32541
5. Indicate Type of Lease STATE <input type="checkbox"/> FEE <input checked="" type="checkbox"/>
6. State Oil & Gas Lease No. FEE
7. Lease Name or Unit Agreement Name BRUINGTON GAS COM C
8. Well Number 4
9. OGRID Number 372171
10. Pool name or Wildcat Blanco Mesaverde/Basin Dakota

SUNDRY NOTICES AND REPORTS ON WELLS
 (DO NOT USE THIS FORM FOR PROPOSALS TO DRILL OR TO DEEPEN OR PLUG BACK TO A DIFFERENT RESERVOIR. USE "APPLICATION FOR PERMIT" (FORM C-101) FOR SUCH PROPOSALS.)

1. Type of Well: Oil Well Gas Well Other

2. Name of Operator
HILCORP ENERGY COMPANY

3. Address of Operator
382 Road 3100, Aztec, NM 87410

4. Well Location
 Unit Letter F 1700 feet from the North line and 1895 feet from the West line
 Section 21 Township 30N Range 11W NMPM San Juan County

11. Elevation (Show whether DR, RKB, RT, GR, etc.)
5752'

12. Check Appropriate Box to Indicate Nature of Notice, Report or Other Data

NOTICE OF INTENTION TO:		SUBSEQUENT REPORT OF:	
PERFORM REMEDIAL WORK <input type="checkbox"/>	PLUG AND ABANDON <input type="checkbox"/>	REMEDIAL WORK <input type="checkbox"/>	ALTERING CASING <input type="checkbox"/>
TEMPORARILY ABANDON <input type="checkbox"/>	CHANGE PLANS <input type="checkbox"/>	COMMENCE DRILLING OPNS. <input type="checkbox"/>	P AND A <input type="checkbox"/>
PULL OR ALTER CASING <input type="checkbox"/>	MULTIPLE COMPL. <input type="checkbox"/>	CASING/CEMENT JOB <input type="checkbox"/>	
DOWNHOLE COMMINGLE <input checked="" type="checkbox"/>		OTHER: <input type="checkbox"/>	
CLOSED-LOOP SYSTEM <input type="checkbox"/>			
OTHER: <input checked="" type="checkbox"/> RECOMPLETION			

13. Describe proposed or completed operations. (Clearly state all pertinent details, and give pertinent dates, including estimated date of starting any proposed work). SEE RULE 19.15.7.14 NMAC. For Multiple Completions: Attach wellbore diagram of proposed completion or recompletion.

Hilcorp Energy Company requests permission to recomplate the subject well in the Mesaverde and downhole commingle with the existing Dakota with the Mesaverde. Attached is the procedure, wellbore diagram and plat. A DHC application will be filed and approved prior to commingling. A closed loop system will be used.

Notify NMOCD 24 hrs prior to beginning operations

NMOCD

Please note that this well is pending approval of well density exemption

HOLD C104 FOR DHC + Density exception.

JUL 19 2018

DISTRICT III

Spud Date:

Rig Release Date:

I hereby certify that the information above is true and complete to the best of my knowledge and belief.

SIGNATURE Priscilla Shorty TITLE Operations Regulatory Technician Sr. DATE 07/16/2018

Type or print name Priscilla Shorty E-mail address: pshorty@hilcorp.com PHONE: 505-324-5188

For State Use Only

APPROVED BY: Branch Powell TITLE Deputy Oil & Gas Inspector, District #3 DATE 7/30/18

Conditions of Approval (if any):

AV

District I

1625 N. French Dr., Hobbs, NM 88240
Phone:(575) 393-6161 Fax:(575) 393-0720

District II

811 S. First St., Artesia, NM 88210
Phone:(575) 748-1283 Fax:(575) 748-9720

District III

1000 Rio Brazos Rd., Aztec, NM 87410
Phone:(505) 334-6178 Fax:(505) 334-6170

District IV

1220 S. St Francis Dr., Santa Fe, NM 87505
Phone:(505) 476-3470 Fax:(505) 476-3462

**State of New Mexico
Energy, Minerals and Natural
Resources
Oil Conservation Division
1220 S. St Francis Dr.
Santa Fe, NM 87505**

Form C-102

August 1, 2011

Permit 254744

WELL LOCATION AND ACREAGE DEDICATION PLAT

1. API Number 30-045-32541	2. Pool Code 72319	3. Pool Name BLANCO-MESAVERDE (PRORATED GAS)
4. Property Code 319138	5. Property Name BRUINGTON GAS COM C	6. Well No. 004
7. OGRID No. 372171	8. Operator Name HILCORP ENERGY COMPANY	9. Elevation 5752

10. Surface Location

UL - Lot F	Section 21	Township 30N	Range 11W	Lot Idn	Feet From 1700	N/S Line N	Feet From 1895	E/W Line W	County SAN JUAN
---------------	---------------	-----------------	--------------	---------	-------------------	---------------	-------------------	---------------	--------------------

11. Bottom Hole Location If Different From Surface

UL - Lot	Section	Township	Range	Lot Idn	Feet From	N/S Line	Feet From	E/W Line	County
12. Dedicated Acres 318.47	13. Joint or Infill			14. Consolidation Code			15. Order No.		

NO ALLOWABLE WILL BE ASSIGNED TO THIS COMPLETION UNTIL ALL INTERESTS HAVE BEEN CONSOLIDATED OR A NON-STANDARD UNIT HAS BEEN APPROVED BY THE DIVISION

	OPERATOR CERTIFICATION
	<p><i>I hereby certify that the information contained herein is true and complete to the best of my knowledge and belief, and that this organization either owns a working interest or unleased mineral interest in the land including the proposed bottom hole location(s) or has a right to drill this well at this location pursuant to a contract with an owner of such a mineral or working interest, or to a voluntary pooling agreement or a compulsory pooling order heretofore entered by the division.</i></p> <p>E-Signed By: <i>Priscilla Shorty</i> Title: Operations Regulatory Technician - Sr. Date: 07/16/2018</p>
	SURVEYOR CERTIFICATION
	<p><i>I hereby certify that the well location shown on this plat was plotted from field notes of actual surveys made by me or under my supervision, and that the same is true and correct to the best of my belief.</i></p> <p>Surveyed By: John Vukonich Date of Survey: 4/30/2004 Certificate Number: 14831</p>



HILCORP ENERGY COMPANY
BRUINGTON GAS COM C 4
MESA VERDE RECOMPLETION SUNDRY

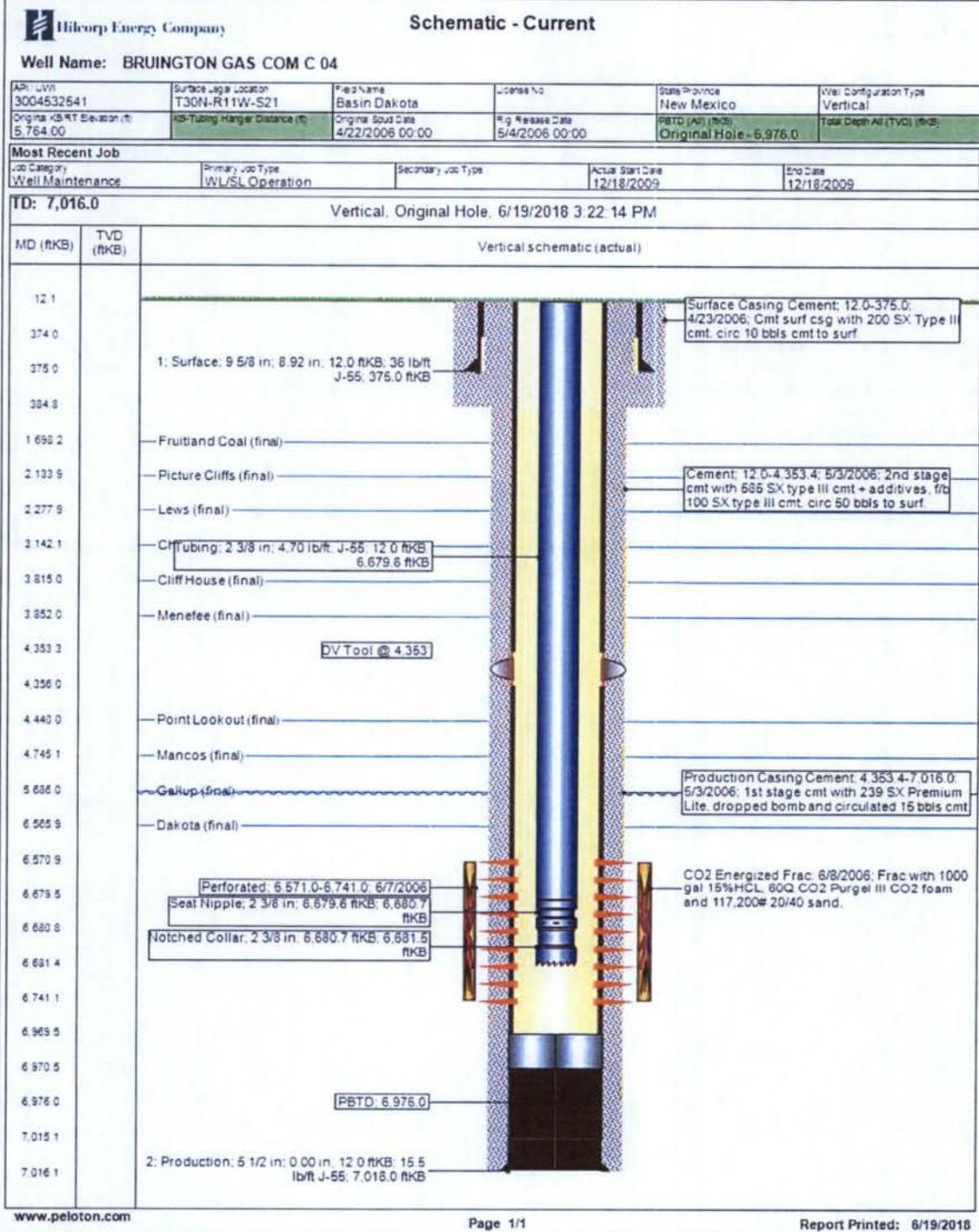
JOB PROCEDURES

1. MIRU service rig and associated equipment; NU and test BOP.
2. TOOH with 2 3/8" tubing set at 6,681'.
3. Set a 5-1/2" cast iron bridge plug at +/- 5,500' to isolate the Dakota.
4. Load hole with fluid and run a CBL on the 5-1/2" casing. Verify cement bond within the Mesa Verde and TOC is above 3,314'. Review CBL results with NMOCD.
5. Pressure test casing to frac pressure.
6. N/D BOP, N/U frac stack and test frac stack to frac pressure.
7. Perforate and frac the Mesa Verde in two or three stages. (Top perforation @ 3,814', Bottom perforation @ 4,700')
8. Isolate frac stages with a composite bridge plug and set top isolation plug once frac is completed.
9. Nipple down frac stack, nipple up BOP and test.
10. TIH with a mill and drill out top isolation plug and Mesa Verde frac plugs.
11. Clean out to Dakota isolation plug and, when water and sand rates are acceptable, flow test the Mesa Verde.
12. Drill out Dakota isolation plug and cleanout to PBSD of 6,976'. TOOH.
13. TIH and land production tubing. Get a commingled Dakota/Mesa Verde flow rate.



HILCORP ENERGY COMPANY
BRUINGTON GAS COM C 4
MESA VERDE RECOMPLETION SUNDRY

BRUINGTON GAS COM C 4 - CURRENT WELLBORE SCHEMATIC



Submit 3 Copies To Appropriate District Office
 District I
 1625 N. French Dr., Hobbs, NM 87240
 District II
 1301 W. Grand Ave., Artesia, NM 88210
 District III
 1000 Rio Brazos Rd., Aztec, NM 87410
 District IV
 1220 S. St. Francis Dr., Santa Fe, NM 87505

State of New Mexico
 Energy, Minerals and Natural Resources

Form C-103
 May 27, 2004

OIL CONSERVATION DIVISION
 1220 South St. Francis Dr.
 Santa Fe, NM 87505

WELL API NO. 30-045-32541
5. Indicate Type of Lease STATE <input type="checkbox"/> FEE <input checked="" type="checkbox"/>
6. State Oil & Gas Lease No.
7. Lease Name or Unit Agreement Name: Farmington Gas Com C
8. Well Number 4
9. GRID Number 167067
10. Pool name or Wildcat Basin Dakota

SUNDRY NOTICES AND REPORTS ON WELLS
 (DO NOT USE THIS FORM FOR PROPOSALS TO DRILL OR TO DEEPEN OR PLUG BACK TO A DIFFERENT RESERVOIR. USE "APPLICATION FOR PERMIT" (FORM C-101) FOR SUCH PROPOSALS.)

1. Type of Well:
 Oil Well Gas Well Other

2. Name of Operator
 XTO Energy Inc.

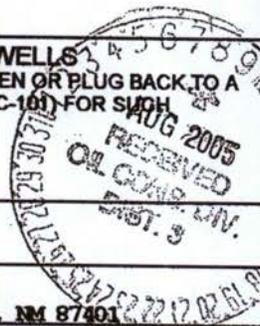
3. Address of Operator
 2700 Farmington Ave., Bldg. K, Ste 1, Farmington, NM 87401

4. Well Location
 Unit Letter F : 1700 feet from the North line and 1895 feet from the West line
 Section 21 Township 30N Range 11W NMPM County San Juan

11. Elevation (Show whether DR, RKB, RT, GR, etc.)
5752'

Pit or Below-grade Tank Application or Closure

Pit type _____ Depth to Groundwater >100' Distance from nearest fresh water well >1mile Distance from nearest surface water >3mile
 Pit Liner Thickness: 12 mil Below-Grade Tank: Volume _____ bbls; Construction Material _____



12. Check Appropriate Box to Indicate Nature of Notice, Report, or Other Data

NOTICE OF INTENTION TO: PERFORM REMEDIAL WORK <input type="checkbox"/> PLUG AND ABANDON <input type="checkbox"/> TEMPORARILY ABANDON <input type="checkbox"/> CHANGE PLANS <input type="checkbox"/> PULL OR ALTER CASING <input type="checkbox"/> MULTIPLE COMPLETION <input type="checkbox"/> OTHER: PERMIT EXTENSION <input checked="" type="checkbox"/>	SUBSEQUENT REPORT OF: REMEDIAL WORK <input type="checkbox"/> ALTERING CASING <input type="checkbox"/> COMMENCE DRILLING OPNS. <input type="checkbox"/> PLUG AND ABANDONMENT <input type="checkbox"/> CASING TEST AND CEMENT JOB <input type="checkbox"/> OTHER: <input type="checkbox"/>
--	---

13. Describe proposed or completed operations. (Clearly state all pertinent details, and give pertinent dates, including estimated date of starting any proposed work). SEE RULE 1103. For Multiple Completions: Attach wellbore diagram of proposed completion or recompletion.

XTO hereby requests a one year extension on the APD for the above listed well due to delays in obtaining a city permit.

APD Exp. 8-23-06

I hereby certify that the information above is true and complete to the best of my knowledge and belief. I further certify that any pit or below-grade tank has been/will be constructed or closed according to NMOCD guidelines , a general permit or an (attached) alternative OCD-approved plan

SIGNATURE Kyla Vaughan TITLE Regulatory Compliance Tech DATE 08/04/05
 Type or print name Kyla Vaughan E-mail address: kyla_vaughan@xtoenergy.com
 Telephone No. 564-6726

For State Use Only:
 APPROVED BY [Signature] TITLE DEPUTY OIL & GAS INSPECTOR, DIST. 3 DATE AUG 08 2005
 Conditions of Approval, if any:

Hilcorp San Juan, L.P.

Bruington Gas Com C4

Weed & Disturbance Plan

All rig work will occur on the existing pad utilizing existing access roads.

No new disturbance is anticipated, thus no weed mitigation measures are necessary in this case.

Hilcorp San Juan, L.P.

Bruington Gas Com C4

Visual Mitigation Plan

- This well location is an existing location (drilled in 2004); thus, the facility siting and design is already in place and is not at issue in this application
- No damage to existing trees and vegetation will occur; all rig work will be performed on lease and within the existing disturbed area.
- No new access roads will be created to access the well.
- The facility is surrounded by existing vegetation which serves as a visual screen around the location
- The location is not visible by the general public. It is located on private surface and is not accessible OR visible from any public roads. Thus, no additional visual screening practices should be required for this site.

Hilcorp San Juan, L.P.

Bruington Gas Com C4

Noise Mitigation Plan

- The maintenance project will be conducted in a manner that makes “the least noise possible,” as directed under the Sound Emissions section of the City Code (Section 15-25). Under the Code, the recomplete project described in this application is considered an “intermittent operation;” the Code requires that it does not create a “noise nuisance” to surrounding residents or public gathering areas.
- The following additional measures will be implemented by Hilcorp to reduce the noise emitted:
 - All motorized equipment will be vented away from the nearest residence
 - All motorized equipment will be equipped with hospital-grade mufflers for a 25db noise reduction
 - A sound management plan will be adopted whereby all operations will occur between 8:00am and 5:00pm to reduce potential impact to nearby residences
- Based on the current site conditions, there are no nearby commercial structures within 400’ of the well location. See included aerial image.
- The nearest residential building is 446 feet from the wellhead. See included aerial image.

Hilcorp San Juan, L.P.

Bruington Gas Com C4

Dust Control

Access to the well will be via existing roads and truck traffic will be minimal. To maintain dust control, the access roadway will be watered with freshwater using a sprinkling truck system as needed.

The proposed well recompletion project itself will not create any dust.

Hilcorp San Juan, L.P.

Bruington Gas Com C4

Wildlife Mitigation Plan

All rig work will occur on the existing pad utilizing existing access roads. No new disturbance will occur, thus, no topsoil or vegetation will be removed. Accordingly, no new wildlife habitat will be impacted.

Further, there will be no fluids stored on site; thus, no need for fencing any tanks or pits. The well location is currently fenced and will continue to be fenced for the duration of the project.

Any additional activity will be confined to the current well pad area that has been continuously in use since 1962. Any increase in activity will occur during the hours of 8:00am – 5:00pm, thus there will be no impact to nocturnal wildlife.

Because there will be no new surface disturbance, no unfenced areas, and no activity during nighttime hours, no impacts to wildlife are anticipated.

GRANT OF RIGHT-OF-WAY AND EASEMENT

This Grant of Right-of-Way and Easement ("hereinafter referred to as "Easement") dated February 1, 2007, is made by and between Ed Armstrong and Margaret Armstrong whose mailing address is P. O. Box 448, Farmington NM 87499, hereinafter collectively referred to as "Grantor" and Burlington Resources Oil & Gas Company LP, an affiliate of ConocoPhillips Company, with an office address of 3401 East 30th Street, Farmington, NM 87402, hereinafter collectively referred to as "Grantee."

WITNESSETH:

That Grantor, for and in consideration of the sum of Ten and more Dollars (\$10.00 +) cash-in-hand paid, receipt of which is hereby acknowledged and other good and valuable consideration, hereby grants and conveys to Grantee, its successors and assigns, a non-exclusive right-of-way and easement as follows:

An access road over and across the Easement Lands (as described below), along with a utility easement over, under and through the Easement Lands, each with rights of ingress and egress, which Grantee may collectively use for any lawful purpose, including, but not limited to the right to enter upon the Easement Lands to survey a route, construct, inspect, improve, use, repair and maintain the roadway, and to survey a route, entrench, construct, install, inspect, use, repair, protect and maintain telephone poles, electrical power lines, pipelines, or other structures or improvements over, under and through the Easement Lands.

The right-of-way and easements herein granted shall be sixty (60) feet wide cross over, under and through a portion of Sections 21 and 22, Township 30 North, Range 11 West, NMPM, San Juan County, New Mexico and shall be illustrated and shown on the "as-built" survey(s) that shall be attached hereto and made a part hereof.

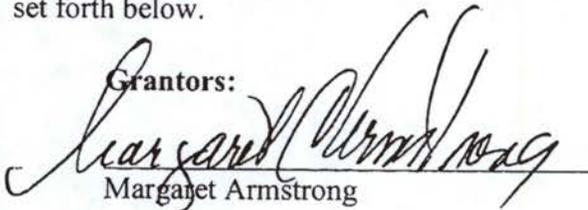
1. Grantee shall have the right to freely assign all or a portion of its rights and interests under this Easement to third parties; provided, however, that each such assignment shall be made subject to the terms and conditions of this Easement. This Easement shall be deemed a covenant running with the land and binding upon the Grantor and Grantee, their respective heirs, personal representatives, executors, successors and assigns in title.
2. All subsurface pipelines, electric lines, telephone lines or other subsurface improvements shall be placed in the right-of-way and easement on the Easement Lands by virtue of this Easement and shall be initially buried not less than thirty-six inches (36") deep. Exceptions of this requirement may be granted on other than agricultural lands when hard rock is encountered which would require blasting, or when a temporary surface pipeline is necessary. Any exception will be reasonably approved by Grantor.
3. The rights granted herein are subject to any other valid existing and recorded rights affecting the Easement Lands. Grantee will exercise due care so as not to interfere with such rights. Grantor agrees not to grant any new right of way and easement or construct or erect any building or other improvement, or otherwise conduct any act on the Easement Lands that would unreasonably inhibit or interfere with the right of way and easement granted hereunder to Grantee. Subject to the foregoing provisions:

200705128 03/30/2007 03:30P
1 of 3 B1452 P546 R 13.50
San Juan County, NM Clerk FRAN HANHARDT



- Grantor can improve the road in conjunction with future development of the Grantor's property and have unrestricted use of the road.
 - Grantor may request Grantee to relocate the right-of-way and easement granted hereunder within Grantor's property boundaries; provided, however, that (a) any such relocation must be mutually agreed upon in writing by Grantor and Grantee, and shall be evidenced by a new or amended easement and right-of-way instrument, as appropriate, and (b) any such relocation shall be conducted by Grantee, but all costs and risks associated therewith shall be the responsibility and obligation of Grantor.
 - Grantor may use the access road for reasonable ingress/egress to and from Highway 550 to Grantor's property. Grantee will assign Grantor access rights upon Grantees receipt of said access rights.
4. Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Easement, and each party agrees to release, indemnify, hold harmless and defend the other party for all claims, causes, costs, judgments and liabilities arising out of or attributable to its respective acts or omissions.
 5. Grantee agrees to reasonably reclaim by grading, leveling, or terracing all areas within the right-of-way and areas adjacent thereto disturbed by the construction or maintenance of the right-of-way or operations thereon, and at its own expense, reasonably restore the disturbed areas to their pre-construction condition (subject to the aforementioned grading, leveling or terracing) by the planting of native grasses or other vegetation.
 6. This Easement shall be governed by and construed in accordance with the laws of the State of New Mexico.

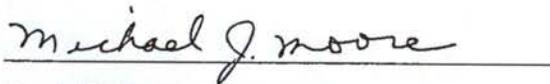
IN WITNESS WHEREOF, the parties hereto have signed this instrument the day and year as set forth below.

Grantors:

 Margaret Armstrong


 Ed Armstrong

Grantee:

Burlington Resources Oil & Gas Company LP, an affiliate of ConocoPhillips Company
 By: BROG GP Inc. it's sole General Partner



By: MICHAEL J. MOORE

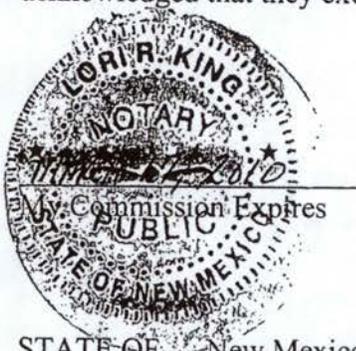
Title: ATTORNEY-IN-FACT


 200705128 03/30/2007 03:30P
 2 of 3 B1452 P546 R 13.50
 San Juan County, NM Clerk FRAN HANHARDT

ACKNOWLEDGEMENT

STATE OF New Mexico)
) SS.
COUNTY OF San Juan)

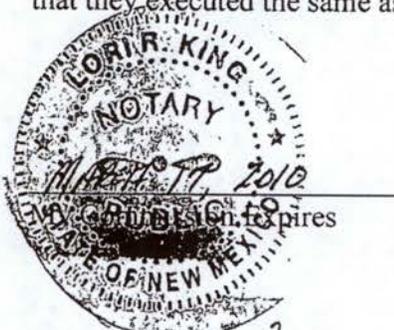
On this 2nd day of ~~February~~ ^{MARCH}, 2007, before me personally appeared, Margaret Armstrong, to me known to be the persons described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.



Lorir King
Notary Public

STATE OF New Mexico)
) SS.
COUNTY OF San Juan)

On this 2nd day of ~~February~~ ^{MARCH}, 2007, before me personally appeared, Ed Armstrong, to me known to be the persons described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.



Lorir King
Notary Public

STATE OF Texas)
) SS.
COUNTY OF Hutchinson)

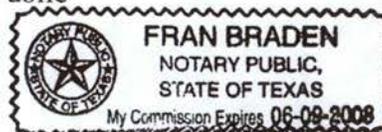


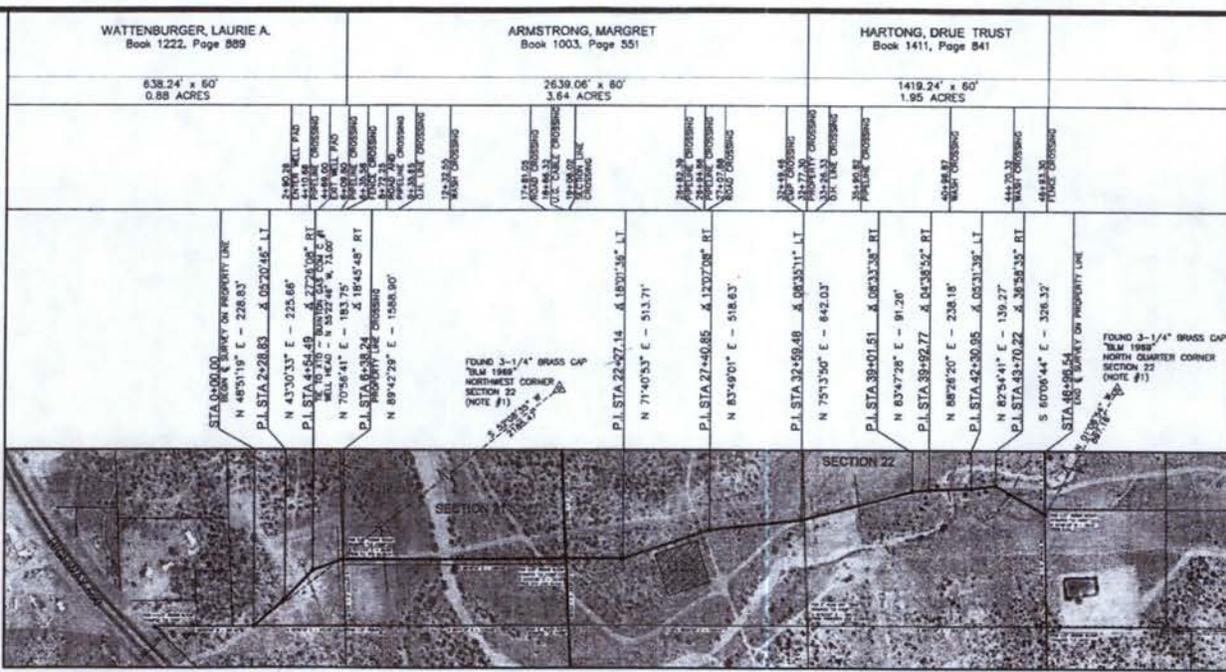
200705128 03/30/2007 03:30P
3of3 B1452 P546 R 13.50
San Juan County, NM Clerk FRAN HANHARDT

The foregoing instrument was acknowledged before me this 2nd day of March, 2007, by Michael J. More Attorney-in-Fact of BROG GP Inc., a Delaware corporation as sole General Partner for Burlington Resources Oil & Gas Company LP, an affiliate of ConocoPhillips Company, a Delaware limited partnership, on behalf of said corporation.

June 9, 2008
My Commission Expires

Fran Braden
Notary Public





PRELIMINARY PIPELINE ALIGNMENT
FOR CONOCOPHILLIPS CO
 LOCATED IN THE NW/NE AND THE NE/NE OF SECTION 21
 AND THE NW/NW AND THE NE/NE OF SECTION 22
 TOWNSHIP 30 NORTH, RANGE 11 WEST
 OF THE NEW MEXICO PRINCIPAL MERIDIAN,
 SAN JUAN COUNTY, NEW MEXICO

I, DAVID R. RUSSELL, A NEW MEXICO REGISTERED PROFESSIONAL SURVEYOR
 CERTIFY THAT I HAVE PREPARED AND AM RESPONSIBLE FOR THE SURVEY,
 AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE
 BEST OF MY KNOWLEDGE AND BELIEF AND THAT I AM NOT PROVIDING ANY
 WARRANTY OR GUARANTEE FOR THE SURVEY AND THAT I AM NOT PROVIDING
 ANY OTHER SERVICES TO THE CLIENT.

PRELIMINARY DRAWING

DWG NAME: PL_ACCESS-ALIGNMENT
 DRAWN BY: GRR | DATE: 02/09/07

NOTES:
 1. ALL DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.
 2. ALL CURVES ARE TO BE RUN AS SHOWN UNLESS OTHERWISE NOTED.
 3. ALL DISTANCES ARE TO BE MEASURED ALONG THE CENTERLINE OF THE PIPELINE.
 4. ALL DISTANCES ARE TO BE MEASURED ALONG THE CENTERLINE OF THE PIPELINE.
 5. ALL DISTANCES ARE TO BE MEASURED ALONG THE CENTERLINE OF THE PIPELINE.

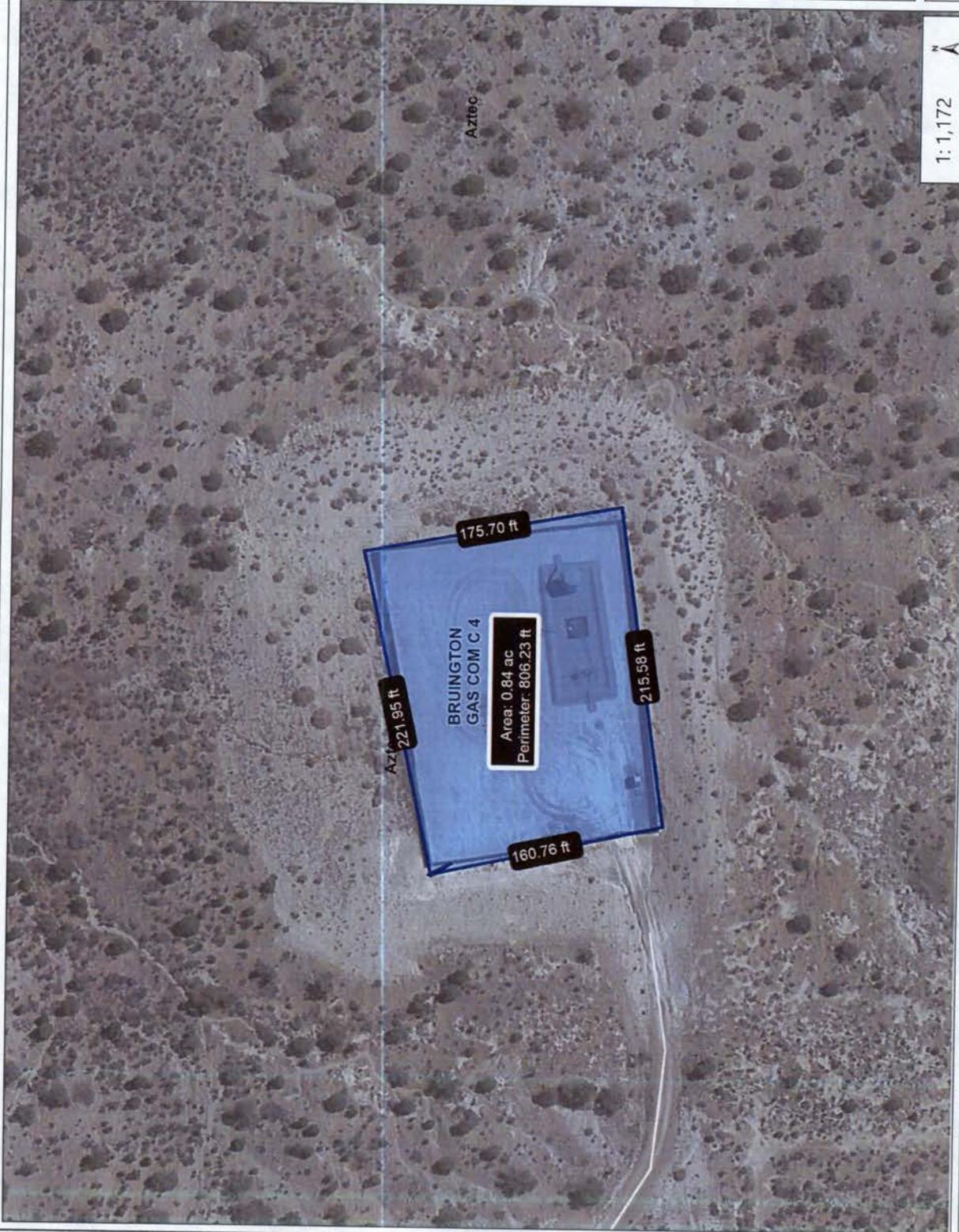
SCALE: 1"=500'

0 250' 1000'

Russell Surveying
 1400 W. Aztec Blvd. #2
 Aztec, New Mexico 87410
 (505) 334-8837



Map Title



1:1,172

0.0 Miles



0.0
 0 0.02 0.0 Miles
 NAD_1927_StatePlane_New_Mexico_West_FIPS_3003
 © Hilcorp



Legend

Hilcorp Wells Surface Location

- Gas Well
- Oil Well
- Oil and Gas
- SMD
- Injection Well
- Abandoned Loc
- Location
- Other Location
- SJB Roads
- Asset Teams Outline
- Supervisor Areas, outline
- City Outlines

Notes

This map is to be used for internal Hilcorp or Harvest purposes only.
 Not survey quality.



550

R4001195
DAVIS RICHARD L AND ANNE
B: P:
AC: 16.45

1109

1105

R4001196
DAVIS RICHARD L AND ANNETTE
B: P:
AC: 3

1107

9051.9 Feet

2 IN

AZTEC



~~24-30-11-02~~

R0012519
TISONE SISTERS LLC
B: 1569 P: 649
AC: 40

131-0-1545-B
131-0-1545-B
131-0-1545-B

MAIN

AZTEC

R6000450
SMITH STEVE LAND MONA
B:1626 P:581
Ac:2.47

R0014733
MARTINEZ FREDDIE JAMES
B:1513 P:866
Ac:0.75

R0014873
LESSCHER JOHANNES A AND LENOVA J
B:1206 P:632
Ac:0.75

R0014822
PORTER DAVID J AND JEAN W
B:1207 P:309
Ac:1.28

R0013978
WATKINS CANDICE J AND ELMER
B:1367 P:484
Ac:1.11

R0014714
DANCINGBIRD ELISA ETAL
B:1448 P:772
Ac:0.98

R0013952
GORDO SHARON ANN ET VIR
B:1207 P:505
Ac:0.84

2 IN

R0012519
TISONE SISTERS LLC
B:1569 P:649
Ac:40

4461 S 1266 E

21-30-14-02



Mayor
Victor C. Snover

Mayor Pro-Tem
Rosalyn A. Fry



Commissioners
Austin R. Randall
Sherri A. Sipe
Mark E. Lewis

A desirable place to live, work and play; rich in history and small town values!

**NOTICE OF PUBLIC HEARING
OIL AND GAS PERMIT
PETITION NO. OG 18-03**

September 3, 2018

Dear Property Owner:

Notice is hereby given that an application has been filed with the City of Aztec - Community Development Department for an oil and gas permit to allow recompletion on the Bruington Gas Com C4 well (a gas well) (COA 15-11) by Hilcorp San Juan LP in the City of Aztec, San Juan County, New Mexico, as described below:

LEGAL DESCRIPTION

SENW of Section 21, T30N, R11W 1700' FNL, 1895' FWL, In the City of Aztec, San Juan County, New Mexico.

Pursuant to the provisions of Section 3-21-6, New Mexico Statutes Annotated, 1978 Compilation, notice is hereby given that the petition will be heard in a public hearing by Aztec's City Commission on **Tuesday, September 25th, 2018 at 6:00 p.m.** in the City Commission Chambers at City Hall, 201 W. Chaco Street, Aztec, New Mexico. All persons shall have an opportunity to be heard why said application should be granted or denied. All persons are invited to attend said hearing.

You are receiving this letter because you may own property within 400 feet (excluding public right-of-way) of the proposed request. You are invited to attend the hearings noted above or submit written comments prior to the meeting to the Community Development Department at 201 W. Chaco Street, Aztec, New Mexico 87410. Please be advised that this petition could be canceled or withdrawn prior to the meeting date.

If you have any questions regarding this notice or would like additional information regarding this petition, please contact the Community Development Department at 505-334-7604.

Sincerely,

Community Development Department
City of Aztec
Beth Mace

The newspapers of **New Mexico** make public notices from their printed pages available electronically in a single database for the benefit of the public. This enhances the legislative intent of public notice - keeping a free and independent public informed about activities of their government and business activities that may affect them. Importantly, Public Notices now are in one place on the web (www.PublicNoticeAds.com), not scattered among thousands of government web pages.

County: San Juan
Printed In: Farmington Daily Times
Printed On: 2018/09/07

OG 18-03 Bruington Gas Com C4

Notice is hereby given that an application has been filed with the City of Aztec - Community Development Department for oil and gas permit to allow recompletion on the Bruington Gas Com C4 well (a gas well) (COA 15-11) by Hilcorp San Juan LP in the City of Aztec, San Juan County, New Mexico, as described below:

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Legal No. 1260664 published in The Daily Times on Sept. 7, 2018.

Public Notice ID:

Staff Summary Report

MEETING DATE: September 25, 2018
AGENDA ITEM: XIV. LAND USE HEARING (C)
AGENDA TITLE: OG 18-04 Hilcorp Inc. Drill Site Permit - Glen Swire #1

ACTION REQUESTED BY: Keri Hutchins
Hilcorp San Juan, L.P.
382 Road 3100
Farmington, NM 87401

ACTION REQUESTED: Approval of OG 18-04 Oil & Gas Modification of an existing gas well in SESW of Section 8, T30N, R11W 790' FSL, 1850' FWL, San Juan County, New Mexico Tax ID No. No Tax ID Associated with Property

SUMMARY BY: Steven M. Saavedra, CFM

PROJECT DESCRIPTION / FACTS

This request seeks approval to modify an existing gas well installed at the above location. The site is situated within Aztec's municipal limits on private property. According to San Juan County Assessors, there is no tax i.d. associated with the property. The proposed site is in the city's west area, south of Western Drive and adjacent to the City's Townsend Wildlife Refuge.

The technical location can be derived from the form submitted by the applicant titled 'State of New Mexico Energy, Minerals & Natural Resources Department'.

The well site information is as follows:

Well Name:	Glenn Swire #1
Lease No.	"Glenn Swire" 372171
Existing Pad Area:	2.18 acres
New Pad Area:	N/A
Total Parcel Area:	2.18 acres
Building Info:	N/A
Floodplain:	No
Arroyo:	N/A
Access:	Swire Avenue
Well Operator:	Aztec Well Servicing

Keri Hutchins submitted the application on behalf of Hilcorp San Juan, L.P., located at 382 Road 3100 in Aztec, NM. The application includes the State of New Mexico OCD approvals, a copy of the oil and gas lease agreement, certificate of insurance, dust mitigation plan, noise mitigation plan, and weed mitigation plan. The applicant did not include a wildlife mitigation plan (threatened or endangered (T&E) species survey or a visual mitigation plan. Upon review of the

application, staff concludes the noise mitigation plan is incomplete and needs to adhere to COA 15-25 (1-8). Application information is within the OG 18-04 file and available for inspection upon written public records request.

The submittal indicates multiple residential properties within 400 feet of the wellhead. The applicant did not provide any access easements to the said well. However, aerial photos and other evidence indicate access to the well site through Western Drive and Swire Avenue. A road maintenance plan was not submitted as part of the application. During drilling and subsequent operations, all equipment and vehicles need to be confined to the well site and cannot obstruct the access easement. Pursuant to COA 15-41(3) "All unimproved road access to facilities adjacent to paved public rights-of-way shall be surfaced with a minimum of three (3) inches deep (maximum of two hundred (200) feet long) of gravel road base and maintained through the duration of the well." City staff recommends a gravel road based, with a standard concrete drive apron to reduce the accumulation of mud and gravel on public streets.

Pursuant to COA 15-23 "A minimum setback of four hundred (400) feet shall be required between the well head location and any existing residential, office, institutional, commercial or industrial structure or one hundred (100) feet from a public right-of-way (highway, street or alley), unless the applicant has secured a variance (section 15-13) from the commission for a setback less than four hundred (400) feet". The said well is approximately 50-feet from the nearest residential unit. Community Development has received numerous inquiries and concern regarding this application. Currently, there is a concern regarding the strong smell of gas from the well by nearby residential units. On 09/18/2018 Community Development staff visited the said well and observed the smell of gas. Pursuant to COA 15-26 "All operations during the construction, maintenance, and operation of any minor and/or major oil and gas facility shall not be conducted in such a manner that create an odor nuisance nor exceed applicable local, state or federal air quality standards." Community Development is concerned with the proximity of the said well to residential dwelling units and the presence of the gas odor.

Aztec and surrounding areas are subject to heavy rains and flooding during monsoon season. Though the review process is the same for all wells, it seems imperative that this report includes a discussion of the staff review for the location of any waterways, arroyos, and other natural geographic features. The nearest arroyo identified on Aztecs GIS is approximately 2,038 linear feet. However, the well site and parcel of property is not located in a designated FEMA Flood Zone (FEMA Zone X).

The recommendation for approval will be contingent on the development adhering to all of the processes and performance measures described in all mitigation plans, and all other regulations whether they be federal, state or local in origin. The approval is also conditioned upon the development maintaining compliance with the industry's own Standard Best Management Practices. The Community Development Department requests a site visit from the Hilcorp San Juan L.P to ensure all mitigation plans and conditions of approval are met during and after construction and recommends approval with the following conditions:

1. Gas odor smell needs to be addressed and withdrawn from the said well;
2. Proper Security of any all well site facilities;
3. The development must adhere to all of the processes and performance measures described in submitted documents, including the Surface Use Plan of Operations and

Surface Reclamation Plan, as well as all other applicable regulations promulgated by federal, state or local jurisdictions;

4. Applicant needs to install sounds emission controls, Pursuant to COA 15-25(1-8) & visual mitigations measures pursuant to COA 15-32 (9-16) during the time of modification of the said well;
5. Installation of a gravel road 150-feet in length from the public right-of-way utilized by said well, with a standard concrete drive apron to reduce the accumulation of mud and gravel on public streets.

FINDINGS OF FACT

1. The proposed project is situated in the City of Aztec;
2. Multiple residential properties are within 400' of the wellhead. Certificated letters were mailed to thirty-nine (39) property owners and an ad in the Daily Times was placed;
3. The contractor and operator maintain a certificate of insurance;
4. The development must adhere to all of the processes and performance measures described in submitted documents, including the Surface Use Plan of Operations and Surface Reclamation Plan, as well as all other applicable regulations promulgated by federal, state or local jurisdictions;
5. The project must maintain compliance with the industry Standard Best Management Practices;
6. Equipment should not exceed the area's visual profile/horizontal plane;
7. The gas odor needs to be resolved;
8. The visual mitigation plan needs to include fence screening around the well pad and landscaping pursuant to COA 15-32;
9. Noise emission needs to include all sections of COA 15-25 (1-8) applies to the said well;
10. A minimum of 150-feet length, three (3) inches deep of gravel road base installed and maintained throughout the duration of the well and the installation of a standard concrete apron abutting Swire Avenue & Western Drive;
11. The Community Development Department requires the date of construction from Hilcorp San Juan L.P to ensure all mitigation plans and conditions of approval are meet during and after construction.

SUPPORT DOCUMENTS:

1. Application
 - a. Maps prepared by applicant
 - b. OCD Approvals
 - c. Mitigation Plans

DEPARTMENT'S RECOMMENDED MOTION: Move To Approve OG 18-04 an Oil & Gas Well application submitted by Keri Hutchins, on behalf of Hilcorp San Juan, L.P. for permission to modify an existing well at the location indicated per the staff report, with recommended conditions and suggested Finding of Facts.



CITY OF AZTEC OIL & GAS APPLICATION

Permit #: 0618-04 Date Started: _____ Date Approved: _____ Fees Paid: _____

APPLICANT CONTACT INFORMATION

Name of Operator: Hilcorp San Juan, L.P.
Address: 382 Road 3100
Contact Name: Keri Hutchins
Phone: 505-564-0743
Email: khutchins@hilcorp.com
Name of Lease/Owner: Glenn Swire

WELL INFORMATION

Well Name: Glenn Swire #1
API #: 30-045-09606
Type of Lease: Fee
Lease Number: "Glenn Swire" 372171
Depth: 6,612'
Formation: Dakota
Location: Unit N, Section 8, T30N-R11W, San Juan County, NM
Type of Work: Mesaverde Recompletion
Contractor: Aztec Well Service
Proposed Work Dates: Estimated October 15-19, 2018 (only 1 day rigged up, assuming no issues)

WELL LOCATION

Address: Unit N, Section 8, T30N-R11W, San Juan County, NM
Tax ID: R0001026
Parcel Size (acres): 2.18 acres
Zone District: _____
Flood Plain: _____ YES NO
Existing Pad Area: 759' x 93'
Well Pad Area (sqft) : New Pad/ Expansion: N/A
Total Pad Area: 2.18 acres
Building: N/A
Setbacks: Arroyo: _____

WELL FEATURES			
Feature	Existing	New	Removed
Compressors (specify whether electric or gas):			N/A
Meter House:	X		
Separators:	X		
Valves:	X		
Evaporative Tanks:			N/A
Production Tanks:	X		
Reserve Pits:			N/A
Pump Jacks:			N/A
Sound Enclosures:			N/A

DOCUMENTATION			
	Yes	No	N/a
Owner Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed Site Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weed/Vegetation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Load Calculation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Visual Mitigation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wildlife Mitigation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise Mitigation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust/Access Mitigation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Original Lease	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surface Damage/ROW Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
APD Sundry Notice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C-144	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Elevation Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Land Use Hearing Application (Variance, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Business License Application	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

APPLICANT SIGNATURE
 I, Keri Hutchins representing Hilcorp San Juan, L.P. hereby certify that I have read this application and hereby dispose and state under penalty of perjury that all statements, proposals, and documents submitted with this application are true and correct and that I shall adhere to the Municipal Regulations of the City of Aztec.
 Signature: _____ Date: August 14, 2018

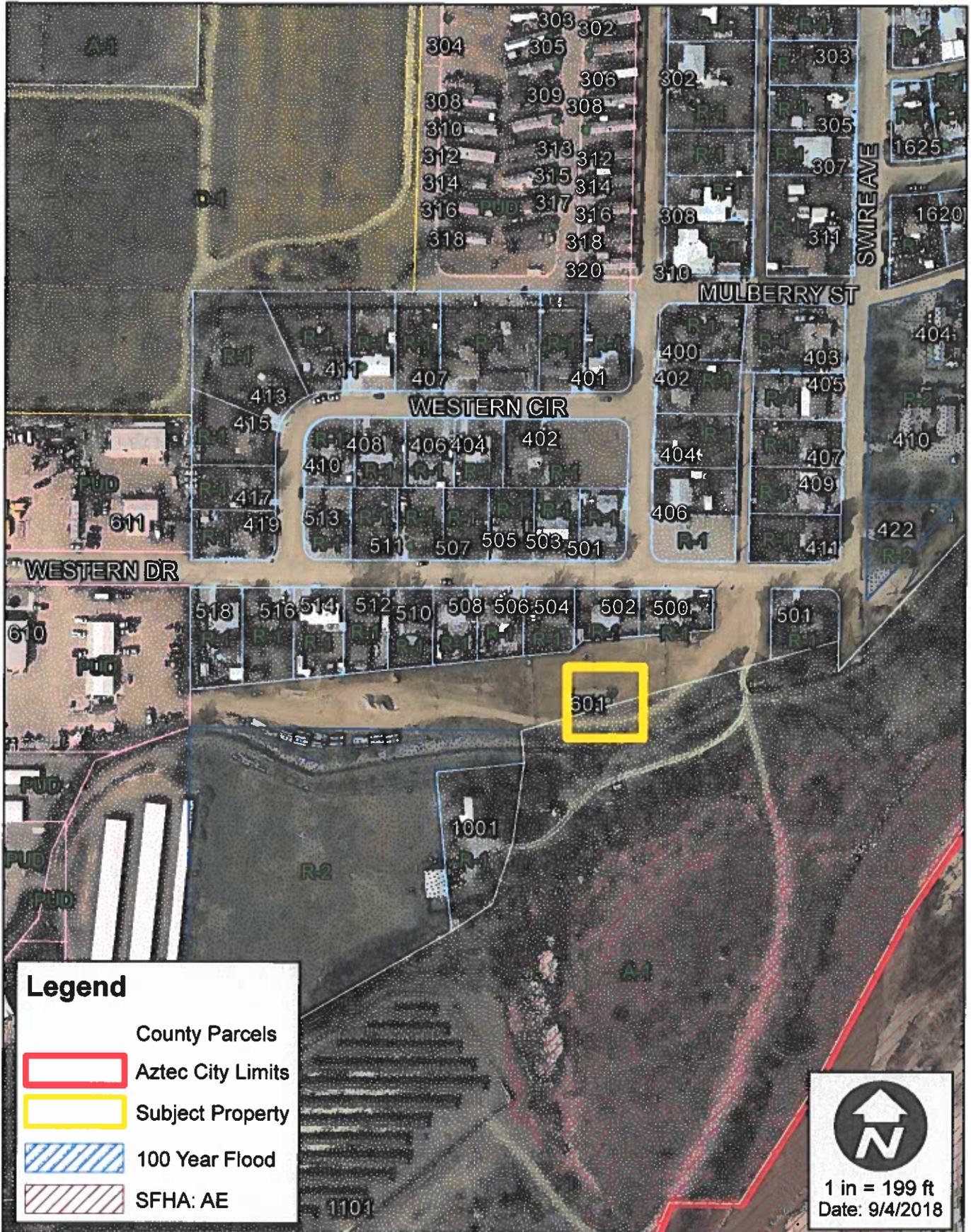
CITY of AZTEC USE ONLY

City Commission Meeting Date: _____

City Commission Action: _____ APPROVED _____ DENIED

FEEES ARE DUE PRIOR TO COMMISSION MEETING
Fees are: \$10 Administration Fee + \$500 Oil & Gas Fee = Total \$510

Site Map - Glenn Swire #1



Legend

-  County Parcels
-  Aztec City Limits
-  Subject Property
-  100 Year Flood
-  SFHA: AE



1 in = 199 ft
Date: 9/4/2018

This document/map is used for informational purposes only. This document/map and the information contained herein is provided "as is" and the City of Aztec does not warrant that the document/map or the information will be error-free.

City of Aztec, New Mexico

OIL & GAS PERMIT APPLICATION

Hilcorp San Juan, L.P.

**Glenn Swire #1
API# 3004509606**

Dakota Recomplete to Mesaverde

SESW of Section 8, T30N, R11W
790' FSL, 1850' FWL
San Juan County, New Mexico

Subm: 1 Copy To Appropriate District Office
 District I - (575) 393-6161
 1625 N. French Dr., Hobbs, NM 88240
 District II - (575) 748-1283
 811 S. First St., Artesia, NM 88210
 District III - (505) 334-6178
 1000 Rio Brazos Rd., Aztec, NM 87410
 District IV - (505) 476-3460
 1220 S. St. Francis Dr., Santa Fe, NM 87505

State of New Mexico
 Energy, Minerals and Natural Resources

Form C-103
 Revised July 18, 2013

OIL CONSERVATION DIVISION
 1220 South St. Francis Dr.
 Santa Fe, NM 87505

WELL API NO. 30-045-09606
5. Indicate Type of Lease STATE <input type="checkbox"/> FEE <input checked="" type="checkbox"/>
6. State Oil & Gas Lease No.
7. Lease Name or Unit Agreement Name Glenn Swire
8. Well Number 1
9. OGRID Number 372171
10. Pool name or Wildcat Mesaverde
11. Elevation (Show whether DR, RKB, RT, GR, etc.) 5598' GR

SUNDRY NOTICES AND REPORTS ON WELLS
 (DO NOT USE THIS FORM FOR PROPOSALS TO DRILL OR TO DEEPEN OR PLUG BACK TO A DIFFERENT RESERVOIR. USE "APPLICATION FOR PERMIT" (FORM C-101) FOR SUCH PROPOSALS.)

1. Type of Well: Oil Well Gas Well Other

2. Name of Operator
HILCORP ENERGY COMPANY

3. Address of Operator
382 Road 3100, Aztec, NM 87410

4. Well Location
 Unit Letter N 790 feet from the South line and 1850 feet from the West line
 Section 08 Township 30N Range 11W NMPM County San Juan

12. Check Appropriate Box to Indicate Nature of Notice, Report or Other Data

NOTICE OF INTENTION TO:		SUBSEQUENT REPORT OF:	
PERFORM REMEDIAL WORK <input type="checkbox"/>	PLUG AND ABANDON <input type="checkbox"/>	REMEDIAL WORK <input type="checkbox"/>	ALTERING CASING <input type="checkbox"/>
TEMPORARILY ABANDON <input type="checkbox"/>	CHANGE PLANS <input type="checkbox"/>	COMMENCE DRILLING OPNS. <input type="checkbox"/>	P AND A <input type="checkbox"/>
PULL OR ALTER CASING <input type="checkbox"/>	MULTIPLE COMPL <input type="checkbox"/>	CASING/CEMENT JOB <input type="checkbox"/>	
DOWNHOLE COMMINGLE <input type="checkbox"/>		OTHER: <input type="checkbox"/>	
CLOSED-LOOP SYSTEM <input type="checkbox"/>			
OTHER: <input checked="" type="checkbox"/> RECOMPLETE			

13. Describe proposed or completed operations. (Clearly state all pertinent details, and give pertinent dates, including estimated date of starting any proposed work). SEE RULE 19.15.7.14 NMAC. For Multiple Completions: Attach wellbore diagram of proposed completion or recompletion.

Hilcorp Energy Company plans to recomplete the subject well in the Mesaverde formation and downhole commingle the existing Dakota with the Mesaverde. Attached is the MV plat, recomplete procedure, updated schematic and Gas Capture Plan. A DHC application will be filed and approved prior to commingling. A Closed Loop system will be used.

NMOCD
JUL 05 2018
DISTRICT III

See Attached Conditions of approval

NSP- R-6661

Spud Date:

Rig Release Date:

I hereby certify that the information above is true and complete to the best of my knowledge and belief.

SIGNATURE Amanda Walker TITLE Operations / Regulatory Technician DATE 7/3/2018

Type or print name Amanda Walker E-mail address: mwalker@hilcorp.com PHONE: 505-324-5122

For State Use Only

APPROVED BY: Bob Bell TITLE Deputy Oil & Gas Inspector, District #3 DATE 7/24/18

Conditions of Approval (if any): # See Attached PV



HILCORP ENERGY COMPANY
GLENN SWIRE 1
MESA VERDE RECOMPLETION SUNDRY

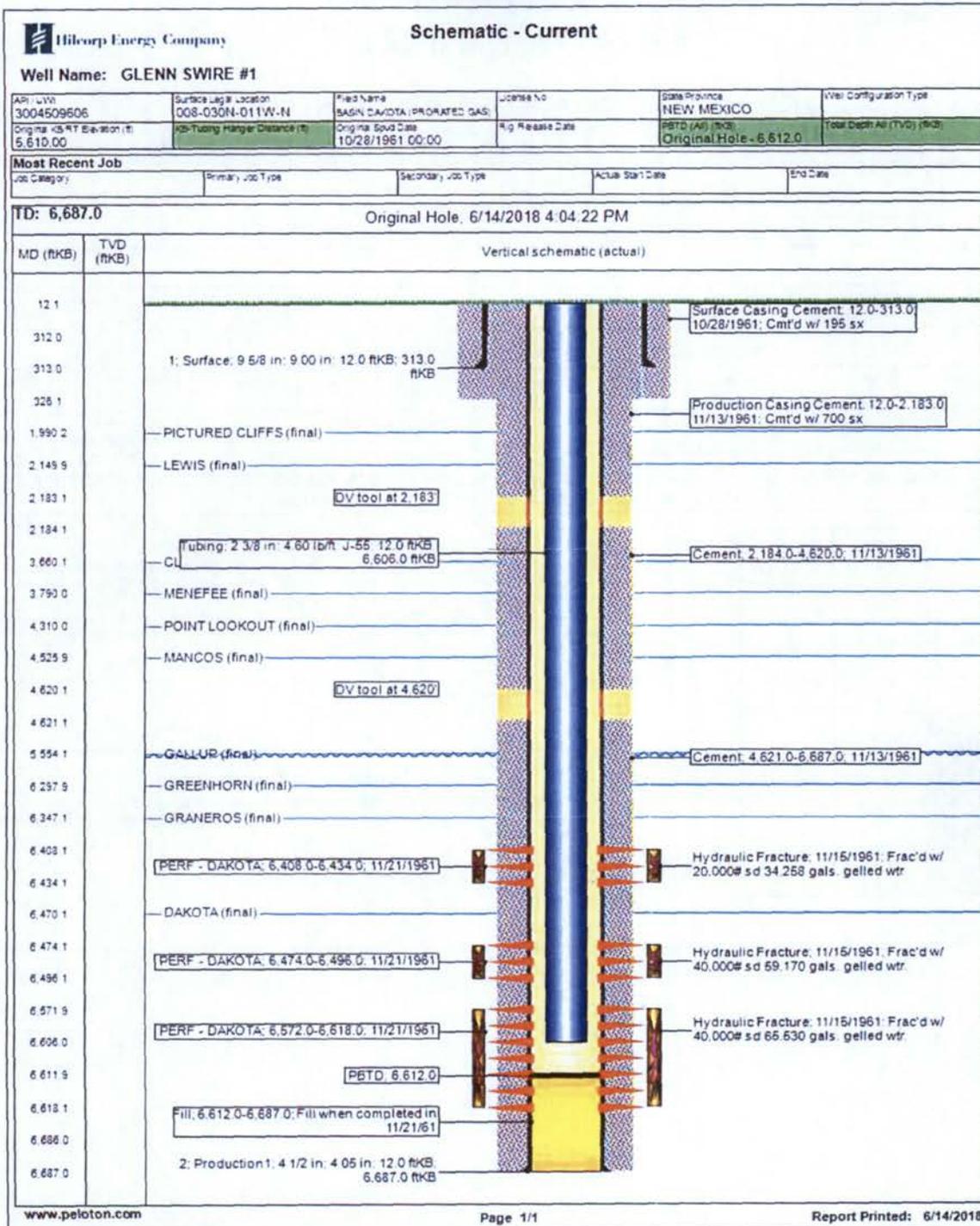
JOB PROCEDURES

1. MIRU service rig and associated equipment; NU and test BOP.
2. TOOH with 2 3/8" tubing set at 6,606'.
3. Set a 4-1/2" cast iron bridge plug at +/- 4,550' to isolate the Dakota.
4. Load hole with fluid and run a CBL in the 4-1/2" casing. Verify cement bond within the Mesa Verde and TOC is above 3,160'. Review with NMOCD.
5. (If needed) Perforate holes in the 4-1/2" casing based on CBL results above TOC in the Mesa Verde, set a 4-1/2" cmt retainer above the perforations, and squeeze cement behind the 4-1/2" casing.
6. (If needed) WOC, TIH with a mill, tag cement, and drill out to cement retainer.
7. (If needed) Run a CBL to determine TOC behind the 4-1/2" casing is above 3,160' and review with the NMOCD.
8. Drill out the cement retainer, TOOH with mill and LD.
9. RU wireline and perforate the Mesa Verde.
10. TIH with 2-7/8" frac tubing string with packer. Pressure test frac string to frac pressure.
11. N/D BOP, N/U frac stack and test frac stack to frac pressure.
12. Frac the Mesa Verde in one stage. (Top perforation @ 3,660', Bottom perforation @ 4,520')
13. Nipple down frac stack, nipple up BOP and test. TOOH with frac tubing string and packer and LD.
14. TIH with a mill and clean out to Dakota isolation plug and, when water and sand rates are acceptable, flow test the Mesa Verde.
15. Drill out Dakota isolation plug and cleanout to PBTD of 6,687'. TOOH.
16. TIH and land production tubing. Get a commingled Dakota/Mesa Verde flow rate.



**HILCORP ENERGY COMPANY
GLENN SWIRE 1
MESA VERDE RECOMPLETION SUNDRY**

GLENN SWIRE 1 - CURRENT WELLBORE SCHEMATIC



District I

1625 N. French Dr., Hobbs, NM 88240
Phone:(575) 393-6161 Fax:(575) 393-0720

District II

811 S. First St., Artesia, NM 88210
Phone:(575) 748-1283 Fax:(575) 748-9720

District III

1000 Rio Brazos Rd., Aztec, NM 87410
Phone:(505) 334-6178 Fax:(505) 334-6170

District IV

1220 S. St Francis Dr., Santa Fe, NM 87505
Phone:(505) 476-3470 Fax:(505) 476-3462

**State of New Mexico
Energy, Minerals and Natural
Resources
Oil Conservation Division
1220 S. St Francis Dr.
Santa Fe, NM 87505**

WELL LOCATION AND ACREAGE DEDICATION PLAT

1. API Number 30-045-09606	2. Pool Code 72319	3. Pool Name BLANCO-MESAVERDE (PRORATED GAS)
4. Property Code 319168	5. Property Name GLENN SWIRE	6. Well No. 001
7. OGRID No. 372171	8. Operator Name HILCORP ENERGY COMPANY	9. Elevation 5598

10. Surface Location

UL - Lot N	Section 8	Township 30N	Range 11W	Lot Idn	Feet From 790	N/S Line S	Feet From 1850	E/W Line W	County SAN JUAN
---------------	--------------	-----------------	--------------	---------	------------------	---------------	-------------------	---------------	--------------------

11. Bottom Hole Location If Different From Surface

UL - Lot	Section	Township	Range	Lot Idn	Feet From	N/S Line	Feet From	E/W Line	County
12. Dedicated Acres 160.00	13. Joint or Infill			14. Consolidation Code			15. Order No. NSP R-6601, R-6778		

NO ALLOWABLE WILL BE ASSIGNED TO THIS COMPLETION UNTIL ALL INTERESTS HAVE BEEN CONSOLIDATED OR A NON-STANDARD UNIT HAS BEEN APPROVED BY THE DIVISION

	<p>OPERATOR CERTIFICATION</p> <p><i>I hereby certify that the information contained herein is true and complete to the best of my knowledge and belief, and that this organization either owns a working interest or unleased mineral interest in the land including the proposed bottom hole location(s) or has a right to drill this well at this location pursuant to a contract with an owner of such a mineral or working interest, or to a voluntary pooling agreement or a compulsory pooling order heretofore entered by the division.</i></p> <p>E-Signed By: <i>Zsanda Walker</i> Title: Operations/Regulatory Tech Date: 7/3/2018</p>	
	<p>SURVEYOR CERTIFICATION</p> <p><i>I hereby certify that the well location shown on this plat was plotted from field notes of actual surveys made by me or under my supervision, and that the same is true and correct to the best of my belief.</i></p> <p>Surveyed By: James P. Leese Date of Survey: 9/13/1961 Certificate Number: 1463</p>	

State of New Mexico
Energy, Minerals and Natural Resources Department

Susana Martinez
Governor

Ken McQueen
Cabinet Secretary

Matthias Sayer
Deputy Cabinet Secretary

Heather Riley, Division Director
Oil Conservation Division



New Mexico Oil Conservation Division
Conditions of Approval

Well information:

API WELL #	Well Name	Well #	Operator Name	Type	Stat	County	Surf_Owner	UL	Sec	Twp	N/S	Rng	W/E
30-045-09606-00-00	GLENN SWIRE	001	HILCORP ENERGY COMPANY	G	A	San Juan	P	N	8	30	N	11	W

Application Type:

- Recomplete/DHC** (For hydraulic fracturing operations review EPA Underground injection control Guidance #84; Submit Gas Capture Plan form prior to spudding or initiating recompletion operations)

Conditions of Approval:

- Notify the OCD 24hrs prior to beginning operations.
- Set cast iron bridge plug (CIBP) inside of cemented casing and at least 500' below the bottom of the proposed perforations. To show adequate formation/cement isolation.
- Perform and submit a cement bond log (CBL) to the OCD for review and approval prior to perforating the formation.
- If needed, submit proposed remediation plan to the OCD for review and approval prior to starting remediation.

NUMBER OF COPIES RECEIVED	
DISTRIBUTION	
SANTA FE	
FILE	
U.S.G.I.	
LAND OFFICE	
TRANSPORTER	OIL GAS
PRODUCTION OFFICE	
OPERATOR	

NEW MEXICO OIL CONSERVATION COMMISSION
Santa Fe, New Mexico

Form O-101
 Revised (12/1/55)

NOTICE OF INTENTION TO DRILL

Notice must be given to the District Office of the Oil Conservation Commission and approval obtained before drilling or recompletion begins. If changes in the proposed plan are considered advisable, a copy of this notice showing such changes will be returned to the sender. Submit this notice in QUINTUPLICATE. One copy will be returned following approval. See additional instructions in Rules and Regulations of the Commission. **If State Land submit 6 Copies Attach Form O-128 in triplicate to first 3 copies of form O-101**

207 Petr. Club Plaza, Farmington, New Mexico

October 19, 1961

(Place)

(Date)

OIL CONSERVATION COMMISSION
 SANTA FE, NEW MEXICO

6-OCC, 1-W. P. Carr, 1-Aspen, 1-D, 1-F

Gentlemen:

You are hereby notified that it is our intention to commence the Drilling of a well to be known as
Southwest Production Company

(Company, or Operator)

Glenn Swire

(Lease)

Well No. **1**, in **N** The well is
 (Unit)

located **790** feet from the **South** line and **1850** feet from the
West line of Section **8**, T. **30N**, R. **11W**, NMPM.

(GIVE LOCATION FROM SECTION LINE) **Basin Dakota** Pool, **San Juan** County

If State Land the Oil and Gas Lease is No.

If patented land the owner is

Address

We propose to drill well with drilling equipment as follows: **Rotary**

The status of plugging bond is **\$10,000.00 Blanket Bond in Effect**

Drilling Contractor **Aspen Drilling Company**
P. O. Box 2060
Farmington, New Mexico

We intend to complete this well in the **Dakota**
 formation at an approximate depth of **6750**

CASING PROGRAM

We propose to use the following strings of Casing and to cement them as indicated:

Size of Hole	Size of Casing	Weight per Foot	New or Second Hand	Depth	Sacks Cement
12 1/4"	9 5/8"	32#	New	300	250
7 7/8"	4 1/2"	10.50#	New	Total Depth	300 or enough to cover Gallup formation.

If changes in the above plans become advisable we will notify you immediately.

ADDITIONAL INFORMATION (If recompletion give full details of proposed plan of work.)

A DV tool will be placed for the protection of the Pictured Cliffs formation and possibly the Mesaverde, depending on log interpretation.

Approved 10-19-61, 19 61
 Except as follows:

Sincerely yours,

Southwest Production Company

Original signed (By Company or Operator)

By **Carl W. Smith**

Position **Superintendent**

Send Communications regarding well to

Name **Southwest Production Company**

Address **207 Petr. Club Plaza, Farmington, N. M.**

OIL CONSERVATION COMMISSION

By [Signature]



Hilcorp San Juan, L.P.

Glenn Swire #1

Weed & Disturbance Plan

All rig work will occur on the existing pad utilizing existing access roads.

No new disturbance is anticipated, thus no weed mitigation measures are necessary in this case.

Hilcorp San Juan, L.P.

Glenn Swire #1

Visual Mitigation Plan

- This well location is an existing location (drilled in 1962); thus, the facility siting and design is already in place and is not at issue in this application
- No damage to existing trees and vegetation will occur; all rig work will be performed on lease and within the existing disturbed area.
- No new access roads will be created to access the well.
- The facility is surrounded by existing vegetation which serves as a visual screen around the location
- The location is not visible by the general public. It is located on private surface and is not accessible OR visible from any public roads. The portion of the location that is adjacent to residences already has a substantial visual screen. Thus, no additional visual screening practices should be required for this site.

Hilcorp San Juan, L.P.

Glenn Swire #1

Noise Mitigation Plan

- The maintenance project will be conducted in a manner that makes “the least noise possible,” as directed under the Sound Emissions section of the City Code (Section 15-25). Under the Code, the recomplete project described in this application is considered an “intermittent operation;” the Code requires that it does not create a “noise nuisance” to surrounding residents or public gathering areas.
- The following additional measures will be implemented by Hilcorp to reduce the noise emitted:
 - All motorized equipment will be vented away from the nearest residence
 - All motorized equipment will be equipped with hospital-grade mufflers for a 25db noise reduction
 - A sound management plan will be adopted whereby all operations will occur between 8:00am and 5:00pm to reduce potential impact to nearby residences
- Based on the current site conditions, there are no nearby commercial structures within 400’ of the well location. See included aerial image.
- There are multiple residences within 400 feet of the wellhead. Hilcorp will send notification letters to each property owner within 400 feet a minimum of one week before operations will commence; letters will outline the type of work to be completed, the equipment the property owners can expect to see on site, and the hours that that work will be conducted so that the residences can make alternate arrangements if they think the additional sound will be a problem. See included aerial image.

WESTERN

WESTERN

R0012541

BLACKBURN, JEFFA

B: 1567 P: 410
Ac: 0.16

R0012542

CROWLEY, JAMES D AND JANA S, TRUST

B: 1570 P: 738
Ac: 0.16

R0012551

HARRIS, SETH H

B: 1628 P: 848
Ac: 0.16

R0012554

BURKETT, DOROTI

B: 1404 P: 367
Ac: 0.16

6.75 FEET

2 IN

8-30-11-Q3

R00124
AZTEC CI

B: 1417 P:
Ac: 43

TE



Hilcorp San Juan, L.P.

Glenn Swire #1

Dust Control

Access to the well will be via existing roads and truck traffic will be minimal. To maintain dust control, the access roadway will be watered with freshwater using a sprinkling truck system as needed.

The proposed well recompletion project itself will not create any dust.

Hilcorp San Juan, L.P.

Glenn Swire #1

Wildlife Mitigation Plan

All rig work will occur on the existing pad utilizing existing access roads. No new disturbance will occur, thus, no topsoil or vegetation will be removed. Accordingly, no new wildlife habitat will be impacted.

Further, there will be no fluids stored on site; thus, no need for fencing any tanks or pits. The well location is currently fenced and will continue to be fenced for the duration of the project.

Any additional activity will be confined to the current well pad area that has been continuously in use since 1962. Any increase in activity will occur during the hours of 8:00am – 5:00pm, thus there will be no impact to nocturnal wildlife.

Because there will be no new surface disturbance, no unfenced areas, and no activity during nighttime hours, no impacts to wildlife are anticipated.

Hilcorp San Juan, L.P.

Glenn Swire #1

Surface Use Agreement

No Surface Use Agreement or right of way is needed for this site. This well was drilled "on lease" in 1962, thus the mineral lessee has legal rights to use a portion of the surface estate reasonably required to for their oil and gas production and maintenance, according to state and federal law and as referenced in Section 15.1 of the City Code.



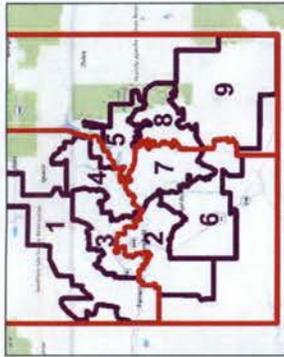
Map Title



0.1 0 0.03 0.1 Miles

This map is to be used for internal Hilcorp or Harvest purposes only.
Not survey quality.

1: 1,808



Legend

Hilcorp Wells Surface Location

- Gas Well
- Oil Well
- Oil and Gas
- SWD
- Injection Well
- Abandoned Loc
- Location
- Other Location

S,JB Roads

- Asset Teams Outline
- Supervisor Areas, outline
- Supervisor Area Routes, outline

Road space needed for reclamation work

Notes



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
01/19/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Southwest, Inc. Houston TX Office 5555 San Felipe Suite 1500 Houston TX 77056 USA	CONTACT NAME: PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): 800-363-0105		
	E-MAIL ADDRESS:		
INSURED Hilcorp Energy Company 1111 Travis Street Houston TX 77002 USA	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: ACE American Insurance Company		22667
	INSURER B: Liberty Mutual Insurance Europe Ltd.		AA1120855
	INSURER C:		
	INSURER D:		
	INSURER E:		

Holder Identifier :

COVERAGES **CERTIFICATE NUMBER: 570070014941** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. **Limits shown are as requested**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> XCU Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			HDOG27866268	05/01/2017	05/01/2018	EACH OCCURRENCE \$3,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$3,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$3,000,000 GENERAL AGGREGATE \$6,000,000 PRODUCTS - COMP/OP AGG \$3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			ISA H09056105	05/01/2017	05/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION			CSUSA1700710 SIR applies per policy terms & conditions	05/01/2017	05/01/2018	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WLRC49115969	05/01/2017	05/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

Certificate No : 570070014941

 DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Aztec- Community Development Department 201 W. Chaco Street Aztec NM 87410 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Southwest, Inc.</i>
--	--

Mayor
Victor C. Snover

Mayor Pro-Tem
Rosalyn A. Fry



Commissioners
Austin R. Randall
Sherri A. Sipe
Mark E. Lewis

A desirable place to live, work and play; rich in history and small town values!

**NOTICE OF PUBLIC HEARING
OIL AND GAS PERMIT
PETITION NO. OG 18-04**

September 3, 2018

Dear Property Owner:

Notice is hereby given that an application has been filed with the City of Aztec - Community Development Department for an oil and gas permit to allow recompletion on the Glenn Swire #1 well (a gas well) (COA 15-11) by Hilcorp San Juan LP in the City of Aztec, San Juan County, New Mexico, as described below:

LEGAL DESCRIPTION

SESW of Section 8, T30N, R11W 790' FSL, 1850' FWL, In the City of Aztec, San Juan County, New Mexico.

Pursuant to the provisions of Section 3-21-6, New Mexico Statutes Annotated, 1978 Compilation, notice is hereby given that the petition will be heard in a public hearing by Aztec's City Commission on **Tuesday, September 25th, 2018 at 6:00 p.m.** in the City Commission Chambers at City Hall, 201 W. Chaco Street, Aztec, New Mexico. All persons shall have an opportunity to be heard why said application should be granted or denied. All persons are invited to attend said hearing.

You are receiving this letter because you may own property within 400 feet (excluding public right-of-way) of the proposed request. You are invited to attend the hearings noted above or submit written comments prior to the meeting to the Community Development Department at 201 W. Chaco Street, Aztec, New Mexico 87410. Please be advised that this petition could be canceled or withdrawn prior to the meeting date.

If you have any questions regarding this notice or would like additional information regarding this petition, please contact the Community Development Department at 505-334-7604.

Sincerely,

Community Development Department
City of Aztec
Beth Mace

The newspapers of **New Mexico** make public notices from their printed pages available electronically in a single database for the benefit of the public. This enhances the legislative intent of public notice - keeping a free and independent public informed about activities of their government and business activities that may affect them. Importantly, Public Notices now are in one place on the web (www.PublicNoticeAds.com), not scattered among thousands of government web pages.

County: San Juan
Printed In: Farmington Daily Times
Printed On: 2018/09/07

OG 18-04 Glenn Swire #1

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Legal No. 1260660 published in The Daily Times on Sept. 7, 2018.

Public Notice ID:

CITY OF AZTEC
2018-09-04 15:38 L2028

CM DEV OIL & GAS PERMITS

U-A231065	AMOUNT
FMSD CM DEV OIL & GAS PERMI	500.00

PAYMENT RECEIVED	AMOUNT
PP / 7411	500.00

AUTH CODE: 48139546	
TOTAL	500.00

Staff Summary Report

MEETING DATE:	September 25, 2018
AGENDA ITEM:	XIV. LAND USE HEARING (D)
AGENDA TITLE:	OG 15-05 Hilcorp Inc. Drill Site Permit - Fay Burdette #1

ACTION REQUESTED BY:	Keri Hutchins Hilcorp San Juan, L.P. 382 Road 3100 Aztec, NM 87410
ACTION REQUESTED:	Approval of OG 18-05 Oil & Gas Modification of an existing gas well in SWNE of Section 9, T30N, R11W 1520' FNL, 1450' FEL, In the City of Aztec, San Juan County, New Mexico Tax ID No. R0001026
SUMMARY BY:	Steven M. Saavedra, CFM

PROJECT DESCRIPTION / FACTS

This request seeks approval to modify an existing gas well installed at the above location. The site is situated within Aztec's municipal limits on private property. According to San Juan County Assessors, the property is owned by the Chaffee Family Survivor Trust. The proposed site is in the city's north area, south of Hampton Arroyo and west of Pioneer Ave.

The technical location can be derived from the form submitted by the applicant titled 'State of New Mexico Energy, Minerals & Natural Resources Department'.

The well site information is as follows:

Well Name:	Faye Burdette #1
Lease No.	"Faye-Burdette" 1130-01
Existing Pad Area:	0.314 acres
New Pad Area:	N/A
Total Parcel Area:	1.96 acres
Building Info:	N/A
Floodplain:	No
Arroyo:	Setback 1,189 linear
Access:	Pioneer Avenue
Contractor	Aztec Well Servicing

Keri Hutchins submitted the application on behalf of Hilcorp San Juan, L.P., located at 382 Road 3100 in Aztec, NM. The application includes the State of New Mexico OCD approvals, a copy of the oil and gas lease agreement, certificate of insurance, dust mitigation plan, noise mitigation plan, and weed mitigation plan. The applicant did not include a wildlife mitigation plan (threatened or endangered (T&E) species survey) nor a visual mitigation plan. Upon review of

the application, staff concludes the noise mitigation plan is incomplete and needs to adhere to COA Sounds Emissions 15-25 (1-8). Application information is within the OG 18-05 file and available for inspection upon written public records request.

The submittal indicates the well location is approximately 301 feet from the nearest residential parcel line. Access to the location will utilize existing access easement or dedicated right-of-ways. A road maintenance plan was not submitted as part of the application. In addition, no oil and gas access easements accompanied the application. During drilling and subsequent operations, all equipment and vehicles need to be confined to the well site and cannot obstruct the access easement. Pursuant to COA 15-41(3) "All unimproved road access to facilities adjacent to paved public rights-of-way shall be surfaced with a minimum of three (3) inches deep (maximum of two hundred (200) feet long) of gravel road base and maintained through the duration of the well." City staff recommends a gravel road 200-feet in length from the public right-of-way utilized by said well, with a standard concrete drive apron to reduce the accumulation of mud and gravel on public streets.

Aztec and surrounding areas are subject to heavy rains and flooding during monsoon season. Though the review process is the same for all wells, it seems imperative that this report includes a discussion of the staff review for the location of any waterways, arroyos, and other natural geographic features. The nearest arroyo identified on Aztecs GIS is approximately 2,038 linear feet. However, the well site and parcel of property is not located in a designated FEMA Flood Zone (FEMA Zone X).

Community Development does not object to this application, OG 18-05 a request to modify an existing gas well at the prescribed location. The recommendation for approval will be contingent on the development adhering to all of the processes and performance measures described in all mitigation plans, and all other regulations whether they be federal, state or local in origin. The approval is also conditioned upon the development maintaining compliance with the industry's own Standard Best Management Practices. The Community Development Department requires a site visit during the construction from the Hilcorp San Juan L.P to ensure all mitigation plans and conditions of approval be met during and after construction. Community Development recommends approval with the following conditions:

1. The development must adhere to all of the processes and performance measures described in submitted documents, including the Surface Use Plan of Operations and Surface Reclamation Plan, as well as all other applicable regulations promulgated by federal, state or local jurisdictions;
2. Applicant needs to install sounds emission controls, Pursuant to COA 15-25(1-8) & visual mitigations measures pursuant to COA 15-32 (8-16) during the time of modification of the said well;
3. Installation of a gravel road 200-feet in length from the public right-of-way utilized by said well, with a standard concrete drive apron to reduce the accumulation of mud and gravel on public streets.

FINDINGS OF FACT

1. The proposed project is situated in the City of Aztec;
2. Two residential properties are within 400' of the wellhead. Certified letters were mailed to five (5) property owners and an ad in the Daily Times was placed;
3. The contractor and operator maintain a certificate of insurance;
4. The development must adhere to all of the processes and performance measures described in submitted documents, including the Surface Use Plan of Operations and Surface Reclamation Plan, as well as all other applicable regulations promulgated by federal, state or local jurisdictions;
5. The project must maintain compliance with the industry Standard Best Management Practices;
6. Equipment should not exceed the area's visual profile/horizontal plane;
7. A complete copy of the application containing all of the required reports and this submittal is available for review in the Community Development Office, and;
8. This is a site specific area, located within the North Main development project and potentially subject to the N. Main Overlay zoning district. Pursuant to COA 15-32(5-16) Visual mitigation strategies need to be meet during and after construction,
9. Applicant needs to install sounds emission controls, Pursuant to COA 15-25(1-8) & Visual mitigations measures COA 15-32 (8-16) during and after modification of the said well;
10. Installation of a gravel road 200-feet in length from the public right-of-way utilized by said well, with a standard concrete drive apron to reduce the accumulation of mud and gravel on public streets;
11. Should any changes occur in any and all mitigation plan(s), such as the noise mitigation plan, the applicant needs to submit such changes to the Community Development Department to ensure it adheres to the requirements of COA § 15 Oil And Gas Wells;
12. The Community Development Department requires a site visit from the Hilcorp San Juan L.P to ensure all mitigation plans and conditions of approval are meet during and after construction.

SUPPORT DOCUMENTS:

1. Application
 - a. Maps prepared by applicant
 - b. OCD Approvals
 - c. Mitigation Plans

DEPARTMENT'S RECOMMENDED MOTION: Move To Approve OG 18-05 an Oil & Gas Well application submitted by Keri Hutchins, on behalf of Hilcorp San Juan, L.P. for permission to modify an existing well at the location indicated per the staff report, with recommended conditions and suggested Finding of Facts.



CITY OF AZTEC OIL & GAS APPLICATION

Permit #: 0618-05 Date Started: _____ Date Approved: _____ Fees Paid: _____

APPLICANT CONTACT INFORMATION

Name of Operator: Hilcorp San Juan, L.P.
Address: 382 Road 3100
Contact Name: Keri Hutchins
Phone: 505-564-0743
Email: khutchins@hilcorp.com
Name of Lease/Owner: Faye Burdette

WELL INFORMATION

Well Name: Faye Burdette #1
API #: 30-045-09725
Type of Lease: Fee
Lease Number: "Faye-Burdette" 1130-01
Depth: 6,591'
Formation: Dakota
Location: Unit G, Section 9, T30N-R11W, San Juan County, NM
Type of Work: Mesaverde Recompletion
Contractor: Aztec Well Service
Proposed Work Dates: Estimated October 15-19, 2018 (only 1 day rigged up, assuming no issues)

WELL LOCATION

Address: Unit G, Section 9, T30N-R11W, San Juan County, NM
Tax ID: R0001026
Parcel Size (acres): 1.96 acres
Zone District: _____
Flood Plain: _____ YES NO
Existing Pad Area: 149' x 98'
Well Pad Area (sqft) : New Pad/ Expansion: N/A
Total Pad Area: 0.314 acres
Building: N/A
Setbacks: Arroyo: 1,189 ft

WELL FEATURES			
Feature	Existing	New	Removed
Compressors (specify whether electric or gas):	_____	_____	N/A
Meter House:	X	_____	_____
Separators:	X	_____	_____
Valves:	X	_____	_____
Evaporative Tanks:	_____	_____	N/A
Production Tanks:	X	_____	_____
Reserve Pits:	_____	_____	N/A
Pump Jacks:	_____	_____	N/A
Sound Enclosures:	_____	_____	N/A

DOCUMENTATION			
	Yes	No	N/a
Owner Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed Site Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weed/Vegetation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Load Calculation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Visual Mitigation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wildlife Mitigation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise Mitigation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust/Access Mitigation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Original Lease	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surface Damage/ROW Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
APD Sundry Notice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C-144	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Elevation Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Land Use Hearing Application (Variance, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Business License Application	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

APPLICANT SIGNATURE

I, Keri Hutchins representing Hilcorp San Juan, L.P. hereby certify that I have read this application and hereby dispose and state under penalty of perjury that all statements, proposals, and documents submitted with this application are true and correct and that I shall adhere to the Municipal Regulations of the City of Aztec.

Signature: _____ Date: August 14, 2018

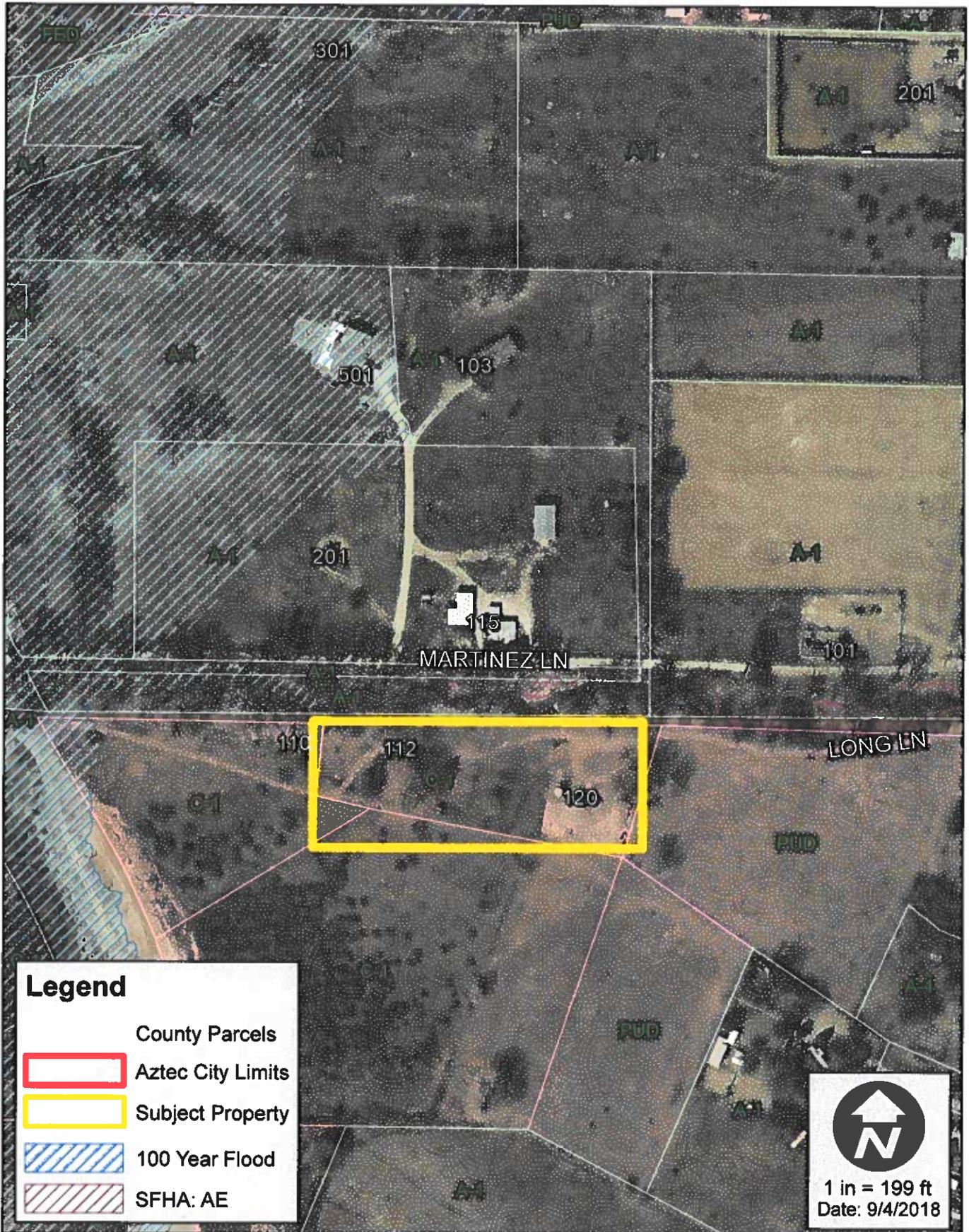
CITY of AZTEC USE ONLY

City Commission Meeting Date: _____

City Commission Action: _____ APPROVED _____ DENIED

FEES ARE DUE PRIOR TO COMMISSION MEETING
Fees are: \$10 Administration Fee + \$500 Oil & Gas Fee = Total \$510

Site Map - Faye Burdette #1



This document/map is used for informational purposes only. This document/map and the information contained herein is provided "as is" and the City of Aztec does not warrant that the document/map or the information will be error-free.

City of Aztec, New Mexico

OIL & GAS PERMIT APPLICATION

Hilcorp San Juan, L.P.

Faye Burdette #1
API# 3004509725

Dakota Recomplete to Mesaverde

SWNE of Section 9, T30N, R11W
1520' FNL, 1450' FEL
San Juan County, New Mexico

Submit 1 Copy To Appropriate District Office
 District I - (575) 393-6161
 1625 N. French Dr., Hobbs, NM 88240
 District II - (575) 748-1283
 811 S. First St., Artesia, NM 88210
 District III - (505) 334-6178
 1000 Rio Brazos Rd., Aztec, NM 87410
 District IV - (505) 476-3460
 1220 S. St. Francis Dr., Santa Fe, NM 87505

State of New Mexico
 Energy, Minerals and Natural Resources

Form C-103
 Revised July 18, 2013

OIL CONSERVATION DIVISION
 1220 South St. Francis Dr.
 Santa Fe, NM 87505

WELL API NO. 30-045-09725
5. Indicate Type of Lease STATE <input type="checkbox"/> FEE <input checked="" type="checkbox"/>
6. State Oil & Gas Lease No. FEE
7. Lease Name or Unit Agreement Name FAYE BURDETTE
8. Well Number 1
9. OGRID Number 372171
10. Pool name or Wildcat Basin Dakota

SUNDRY NOTICES AND REPORTS ON WELLS
 (DO NOT USE THIS FORM FOR PROPOSALS TO DRILL OR TO DEEPEN OR PLUG BACK TO A DIFFERENT RESERVOIR. USE "APPLICATION FOR PERMIT" (FORM C-101) FOR SUCH PROPOSALS.)

1. Type of Well: Oil Well Gas Well Other **NMOCB**

2. Name of Operator
HILCORP ENERGY COMPANY **MAY 15 2018**

3. Address of Operator
382 Road 3100, Aztec, NM 87410 **DISTRICT III**

4. Well Location
 Unit Letter G 1520' feet from the North line and 1450' feet from the East line
 Section 09 Township 30N Range 11W NMPM County San Juan

11. Elevation (Show whether DR, RKB, RT, GR, etc.)
5605'

12. Check Appropriate Box to Indicate Nature of Notice, Report or Other Data

NOTICE OF INTENTION TO:		SUBSEQUENT REPORT OF:	
PERFORM REMEDIAL WORK <input type="checkbox"/>	PLUG AND ABANDON <input type="checkbox"/>	REMEDIAL WORK <input type="checkbox"/>	ALTERING CASING <input type="checkbox"/>
TEMPORARILY ABANDON <input type="checkbox"/>	CHANGE PLANS <input type="checkbox"/>	COMMENCE DRILLING OPNS. <input type="checkbox"/>	P AND A <input type="checkbox"/>
PULL OR ALTER CASING <input type="checkbox"/>	MULTIPLE COMPL <input type="checkbox"/>	CASING/CEMENT JOB <input type="checkbox"/>	
DOWNHOLE COMMINGLE <input type="checkbox"/>			
CLOSED-LOOP SYSTEM <input type="checkbox"/>			
OTHER: <input checked="" type="checkbox"/> RECOMPLETE		OTHER: <input type="checkbox"/>	

13. Describe proposed or completed operations. (Clearly state all pertinent details, and give pertinent dates, including estimated date of starting any proposed work). SEE RULE 19.15.7.14 NMAC. For Multiple Completions: Attach wellbore diagram of proposed completion or recompletion.

Hilcorp Energy Company requests permission to recomplete the subject well in the Mesaverde formation and downhole commingle with the existing Dakota formation with the Mesaverde. Please see the attached procedure, wellbore diagram and plat. A DHC application will be filed and approved prior to commingling. A closed loop system will be used.

* Perform a witnessed MIT prior to perforating due to gas on the Bradenhead being similar to the production gas.

* Submit CBL for review and approval prior to perforating.

Spud Date: Rig Release Date:

CoA: DHC must be approved prior to commingling the Blenco Mesaverde
 I hereby certify that the information above is true and complete to the best of my knowledge and belief.

SIGNATURE Priscilla Shorty TITLE Operations / Regulatory Technician DATE 05/15/2018

Type or print name Priscilla Shorty E-mail address: pshorty@hilcorp.com PHONE: 505-324-5188

For State Use Only
 APPROVED BY: Brandi Proll TITLE AV DATE 5/29/18
 Conditions of Approval (if any):



HILCORP ENERGY COMPANY
FAYE BURDETTE 1
MESA VERDE RECOMPLETION SUNDRY

JOB PROCEDURES

1. MIRU service rig and associated equipment; NU and test BOP.
2. TOOH with 2 3/8" tubing set at 6,556'.
3. Set a 4-1/2" cast iron bridge plug at +/- 6,375' to isolate the Dakota.
4. Load hole with fluid and run a CBL to determine the cement bond behind the 4-1/2" casing.
5. Perforate hole(s) in 4-1/2" casing, set a 4-1/2" cmt retainer below perforations, and squeeze cement behind 4-1/2" casing in the Mesa Verde. (if needed)
6. WOC, tag cement, and drill out cement to CIBP (if needed).
7. Run CBL to determine cement behind 4-1/2" casing is above 3,170' and confirm with NMOCD (if needed).
8. TIH with frac tubing string and packer. Pressure test frac tubing string to frac pressure.
9. N/D BOP, N/U frac stack and test frac stack to frac pressure.
10. Perforate and frac the **Mesa Verde** in two or three stages. (Top perforation @ 3,670', Bottom perforation @ 4,704')
11. ND frac stack, NU BOP and test. TOOH and LD frac tubing string and packer.
12. TIH with a mill and drill out top isolation plug and Mesa Verde frac plugs.
13. Clean out to Dakota isolation plug and, when water and sand rates are acceptable, flow test the Mesa Verde.
14. Drill out Dakota isolation plug and cleanout to PBSD of 6,614'. TOOH.
15. TIH and land 2-3/8" production tubing at 6,556'. Get a commingled **Dakota/Mesa Verde** flow rate.



**HILCORP ENERGY COMPANY
FAYE BURDETTE 1
MESA VERDE RECOMPLETION SUNDRY**

FAYE BURDETTE 1 - CURRENT WELLBORE SCHEMATIC



Schematic - Current

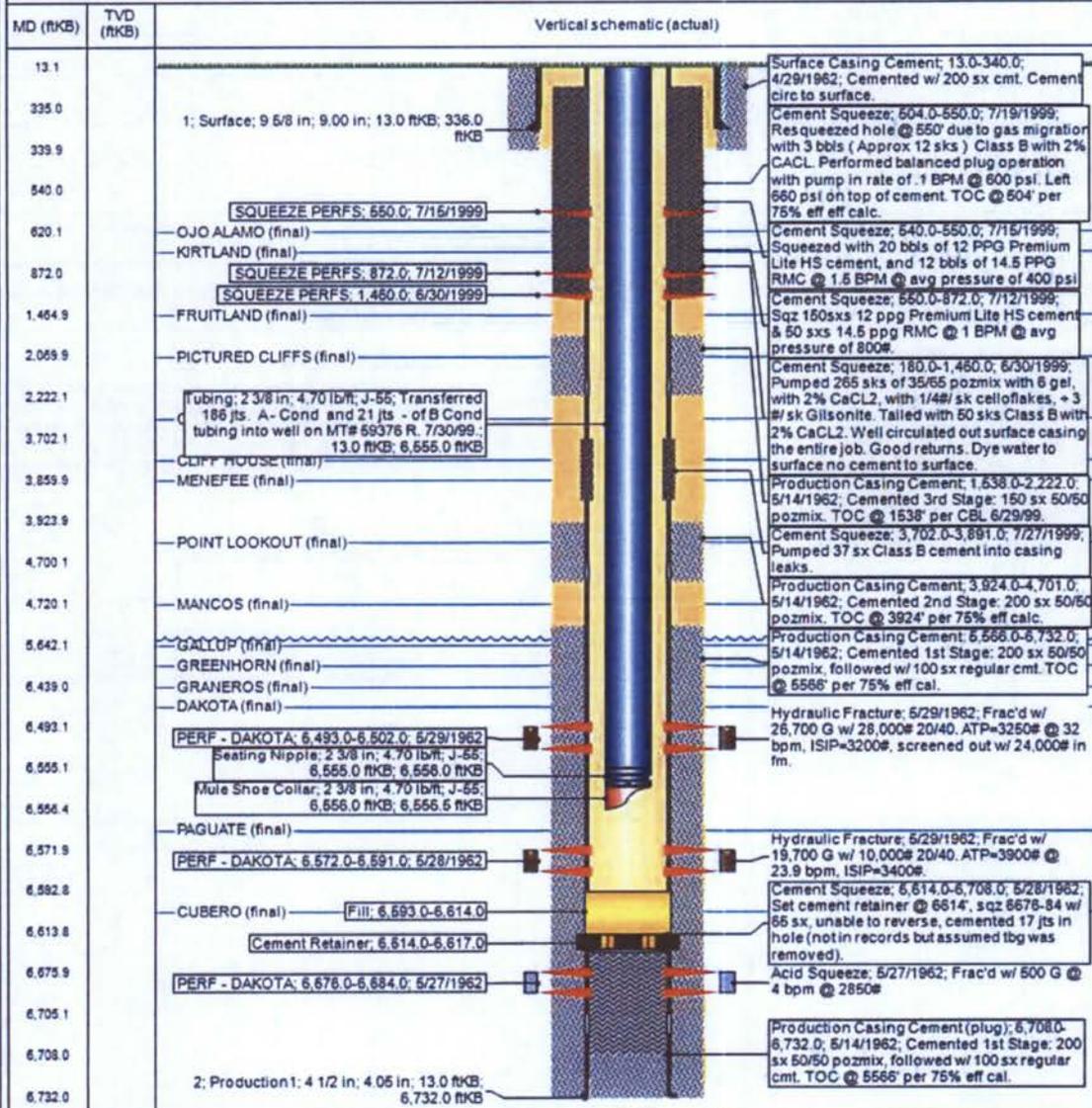
Well Name: FAYE-BURDETTE #1

API / UWI 3004509725	Surface Legal Location 009-030N-011W-G	Filed Name DK	License No	State/Province NEW MEXICO	Well Configuration Type Vertical
Original CBRT Elevation (ft) 5,618.00	Job-Tubing Hanger Distance (ft)	Original Spud Date 4/29/1962 00:00	Rig Release Date	RTD (hr) (min)	Total Depth All (TVD) (ft)

Most Recent Job

Job Category COMPLETION/WORKOVER	Primary Job Type Stickline	Secondary Job Type Final	Actual Start Date 4/21/2001	End Date 4/21/2001
--	-------------------------------	-----------------------------	--------------------------------	-----------------------

ID: 6,732.0 Vertical, Original Hole, 5/10/2018 4:08:55 PM



District I
 1625 N. French Dr., Hobbs, NM 88240
 Phone:(575) 393-6161 Fax:(575) 393-0720
District II
 811 S. First St., Artesia, NM 88210
 Phone:(575) 748-1283 Fax:(575) 748-9720
District III
 1000 Rio Brazos Rd., Aztec, NM 87410
 Phone:(505) 334-6178 Fax:(505) 334-6170
District IV
 1220 S. St Francis Dr., Santa Fe, NM 87505
 Phone:(505) 476-3470 Fax:(505) 476-3462

State of New Mexico
Energy, Minerals and Natural
Resources
Oil Conservation Division
1220 S. St Francis Dr.
Santa Fe, NM 87505

Form C-102
 August 1, 2011
 Permit 252145

WELL LOCATION AND ACREAGE DEDICATION PLAT

1. API Number 30-045-09725	2. Pool Code 72319	3. Pool Name BLANCO-MESAVERDE (PRORATED GAS)
4. Property Code 319013	5. Property Name FAYE BURDETTE	6. Well No. 001
7. OGRID No. 372171	8. Operator Name HILCORP ENERGY COMPANY	9. Elevation 5605

10. Surface Location

UL - Lot	Section	Township	Range	Lot Idn	Feet From	N/S Line	Feet From	E/W Line	County
G	9	30N	11W		1520	N	1450	E	SAN JUAN

11. Bottom Hole Location If Different From Surface

UL - Lot	Section	Township	Range	Lot Idn	Feet From	N/S Line	Feet From	E/W Line	County
12. Dedicated Acres 320.00 N/2	13. Joint or Infill			14. Consolidation Code			15. Order No.		

NO ALLOWABLE WILL BE ASSIGNED TO THIS COMPLETION UNTIL ALL INTERESTS HAVE BEEN CONSOLIDATED OR A NON-STANDARD UNIT HAS BEEN APPROVED BY THE DIVISION

	OPERATOR CERTIFICATION
	<i>I hereby certify that the information contained herein is true and complete to the best of my knowledge and belief, and that this organization either owns a working interest or unleased mineral interest in the land including the proposed bottom hole location(s) or has a right to drill this well at this location pursuant to a contract with an owner of such a mineral or working interest, or to a voluntary pooling agreement or a compulsory pooling order heretofore entered by the division.</i>
	E-Signed By: <i>Priscilla Shorty</i>
	Title: Operations Regulatory Technician Date: 05/09/2018
	SURVEYOR CERTIFICATION
	<i>I hereby certify that the well location shown on this plat was plotted from field notes of actual surveys made by me or under my supervision, and that the same is true and correct to the best of my belief.</i>
	Surveyed By: James Lease
	Date of Survey: 1/6/1962
	Certificate Number: 1463

NUMBER OF COPIES RECEIVED	
DISTRIBUTION	
SANTA FE	
FILE	
U.S.G.	
LAND OFFICE	
TRANSPORTER	OIL
	GAS
PRELIMINATION OFFICE	
OPERATOR	

NEW MEXICO OIL CONSERVATION COMMISSION
Santa Fe, New Mexico

Form C-101
Revised (12/1/55)

NOTICE OF INTENTION TO DRILL

Notice must be given to the District Office of the Oil Conservation Commission and approval obtained before drilling or recompletion begins. If changes in the proposed plan are considered advisable, a copy of this notice showing such changes will be returned to the sender. Submit this notice in **QUINTUPLICATE**. One copy will be returned following approval. See additional instructions in Rules and Regulations of the Commission. If State Land submit 6 Copies Attach Form C-128 in triplicate to first 3 copies of form C-101

Farmington, New Mexico

March 14, 1962

(Place)

(Date)

OIL CONSERVATION COMMISSION
SANTA FE, NEW MEXICO

6-OCC, 1-WP Carr, 1-Aspen, 1-D, 3-F

Gentlemen:

You are hereby notified that it is our intention to commence the Drilling of a well to be known as
Southwest Production Company

(Company, or Operator)

Payo-Burdette

(Lease)

Well No. **1**, in **G** (Unit) The well is

located **1520** feet from the **North** line and **1450** feet from the

East

line of Section **9**, T. **30 N**, R. **11 W**, NMPM.

(GIVE LOCATION FROM SECTION LINE) **Basin Dakota** Pool, **San Juan** County

If State Land the Oil and Gas Lease is No

If patented land the owner is **Burdette Wallace**

Address

We propose to drill well with drilling equipment as follows: **Rotary**

The status of plugging bond is **\$10,000.00 Blanket Bond in Effect**

Drilling Contractor **Aspen Drilling Company**
Post Office Box 2060
Farmington, New Mexico

We intend to complete this well in the **Dakota** formation at an approximate depth of **600**

CASING PROGRAM

We propose to use the following strings of Casing and to cement them as indicated:

Size of Hole	Size of Casing	Weight per Foot	New or Second Hand	Depth	Sacks Cement
12 1/4"	9 5/8"	32.50#	New	300	250
7 7/8"	4 1/2"	10.50#	New	Total Depth	300 or enough to cover the Gallup formation

If changes in the above plans become advisable we will notify you immediately.

ADDITIONAL INFORMATION (If recompletion give full details of proposed plan of work.)

EW tools will be placed for the protection of the Pictured Cliffs and Mesaverde formations.

Approved 3-15, 1962
Except as follows:

Sincerely yours,

Southwest Production Company

Original signed (Company or Operator)

By Carl W. Smith

Position Superintendent

Send Communications regarding well to

Name Southwest Production Company

Address 207 Petr. Club Plaza, Farmington, N.M.

OIL CONSERVATION COMMISSION

By A. R. Koudrich



NEW MEXICO OIL CONSERVATION COMMISSION

Well Location and Acreage Dedication Plat

Section A.

Date March 14, 1962

Operator SOUTHWEST PRODUCTION COMPANY Lease Faye-Burdette
Well No. 1 Unit Letter G Section 9 Township 30 NORTH Range 11 WEST, NMPM
Located 1520 Feet From the NORTH Line, 1450 Feet From the EAST Line
County SAN JUAN G. L. Elevation 5605.0 Dedicated Acreage E/320 Acres
Name of Producing Formation Dakota Pool Basin Dakota

- 1. Is the Operator the only owner in the dedicated acreage outlined on the plat below?
Yes _____ No X
- 2. If the answer to question one is "no", have the interests of all the owners been consolidated by communitization agreement or otherwise? Yes _____ No X. If answer is "yes", Type of Consolidation.
- 3. If the answer to question two is "no", list all the owners and their respective interests below:

Owner Land Description

SE/4 - Town lots in the process of being leased.

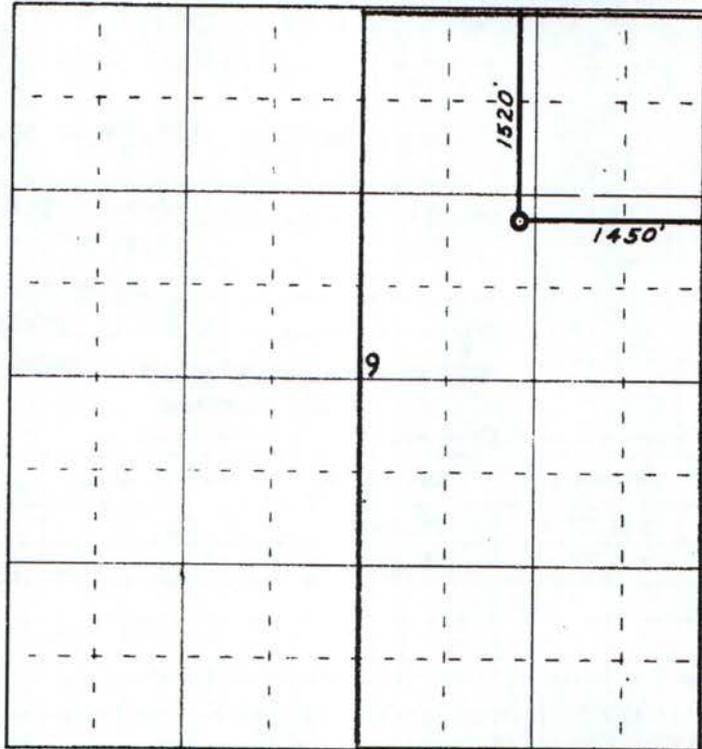


Section B.

Note: All distances must be from outer boundaries of section.

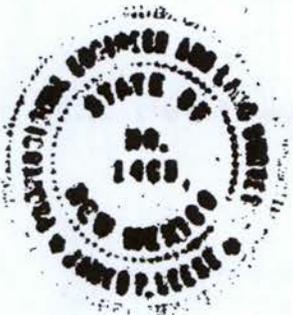
This is to certify that the information in Section A above is true and complete to the best of my knowledge and belief.

Southwest Production Company
(Operator) Original signed by Carl W. Smith
(Representative)
207 Petr. Club Plaza
(Address)
Farlington, New Mexico



Scale 4 inches equal 1 mile

Ref: GLO plat dated 7 April 1881



This is to certify that the above plat was prepared from field notes of actual surveys made by me or under my supervision and that the same are true and correct to the best of my knowledge and belief.

(Seal)

Date Surveyed 6 January 1962

James P. Leese
Registered Professional Engineer and/or Land Surveyor
James P. Leese N. Mex. Reg. No. 1463

Farmington, New Mexico

Hilcorp San Juan, L.P.

Faye Burdette #1

Weed & Disturbance Plan

All rig work will occur on the existing pad utilizing existing access roads.

No new disturbance is anticipated, thus no weed mitigation measures are necessary in this case.

Hilcorp San Juan, L.P.

Faye Burdette #1

Visual Mitigation Plan

- This well location is an existing location (drilled in 1962); thus, the facility siting and design is already in place and is not at issue in this application
- No damage to existing trees and vegetation will occur; all rig work will be performed on lease and within the existing disturbed area.
- No new access roads will be created to access the well.
- The facility is surrounded by existing vegetation which serves as a visual screen around the location
- The location is not visible by the general public. It is located on private surface and is not accessible OR visible from any public roads. Thus, no additional visual screening practices should be required for this site.

Hilcorp San Juan, L.P.

Faye Burdette #1

Noise Mitigation Plan

- The maintenance project will be conducted in a manner that makes “the least noise possible,” as directed under the Sound Emissions section of the City Code (Section 15-25). Under the Code, the recompleting project described in this application is considered an “intermittent operation;” the Code requires that it does not create a “noise nuisance” to surrounding residents or public gathering areas.
- The following additional measures will be implemented by Hilcorp to reduce the noise emitted:
 - All motorized equipment will be vented away from the nearest residence
 - All motorized equipment will be equipped with hospital-grade mufflers for a 25db noise reduction
 - A sound management plan will be adopted whereby all operations will occur between 8:00am and 5:00pm to reduce potential impact to nearby residences
- Based on the current site conditions, there are no nearby commercial structures within 400’ of the well location. See included aerial image.
- The nearest residential building is 301 feet from the wellhead; all other residences are not within the 400’ radius of the wellhead. See included aerial image.

Hilcorp San Juan, L.P.

Faye Burdette #1

Dust Control

Access to the well will be via existing roads and truck traffic will be minimal. To maintain dust control, the access roadway will be watered with freshwater using a sprinkling truck system as needed.

The proposed well recompletion project itself will not create any dust.

Hilcorp San Juan, L.P.

Faye Burdette #1

Wildlife Mitigation Plan

All rig work will occur on the existing pad utilizing existing access roads. No new disturbance will occur, thus, no topsoil or vegetation will be removed. Accordingly, no new wildlife habitat will be impacted.

Further, there will be no fluids stored on site; thus, no need for fencing any tanks or pits. The well location is currently fenced and will continue to be fenced for the duration of the project.

Any additional activity will be confined to the current well pad area that has been continuously in use since 1962. Any increase in activity will occur during the hours of 8:00am – 5:00pm, thus there will be no impact to nocturnal wildlife.

Because there will be no new surface disturbance, no unfenced areas, and no activity during nighttime hours, no impacts to wildlife are anticipated.

Hilcorp San Juan, L.P.

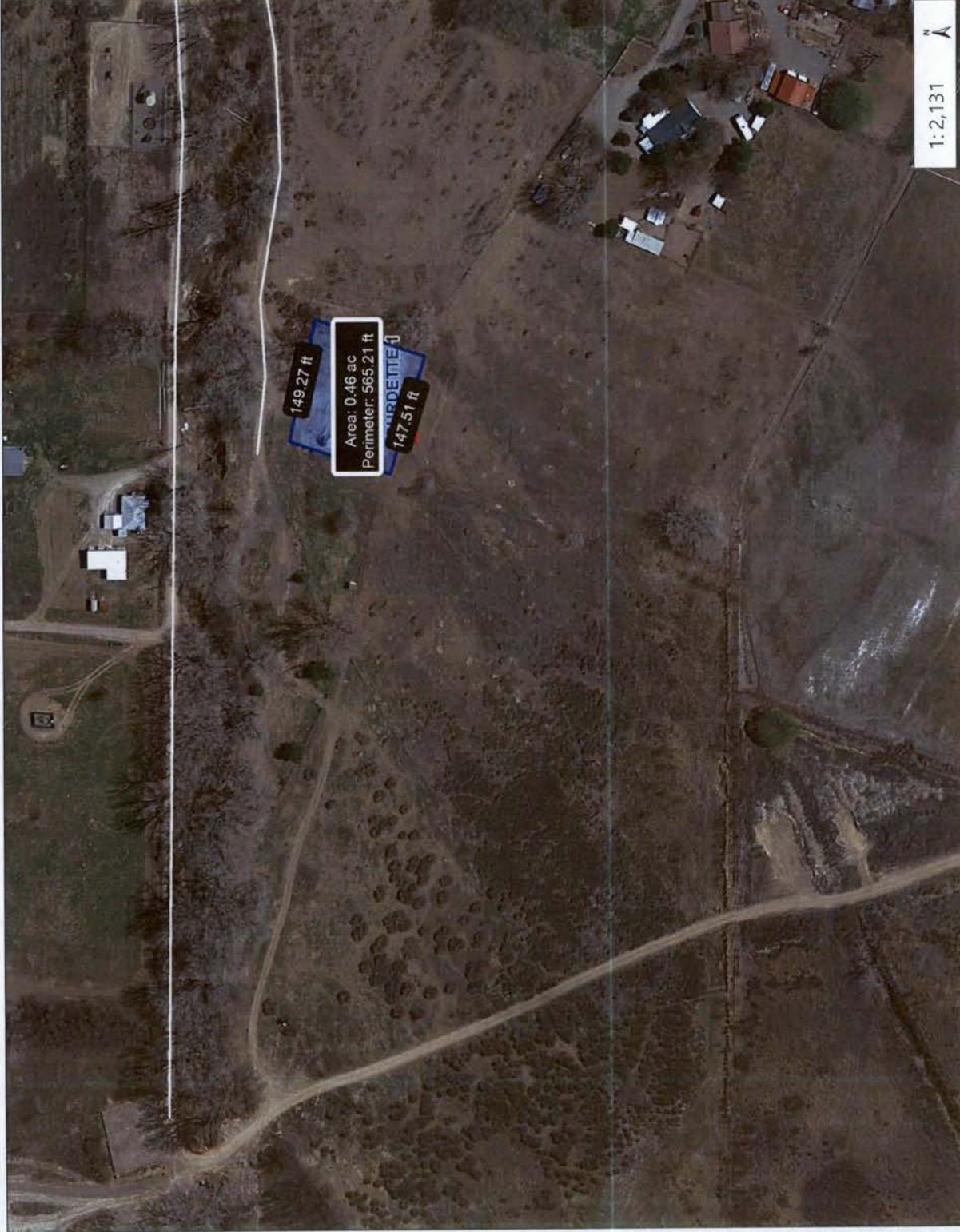
Faye Burdette #1

Surface Use Agreement

No Surface Use Agreement or right of way is needed for this site. This well was drilled "on lease" in 1962, thus the mineral lessee has legal rights to use a portion of the surface estate reasonably required to for their oil and gas production and maintenance, according to state and federal law and as referenced in Section 15.1 of the City Code.



Map Title



1:2,131



NAD_1927_StatePlane_New_Mexico_West_FIPS_3003
© Hilcorp

This map is to be used for internal Hilcorp or Harvest purposes only.
Not survey quality.



Legend

Hilcorp Wells Surface Location

- Gas Well
- Oil Well
- Oil and Gas
- SMD
- Injection Well
- Abandoned Loc
- Location
- Other Location

SJB Roads

- Asset Teams Outline
- Supervisor Areas, outline

Notes

Ac: 2.30



115

MARTINEZ

R: 2007.91
AZTEC CITY OF

B: 1488 P: 146
Ac: 1.15

110

112

2 IN

R0001026
CHAFFEE FAMILY SURVIVOR TRUST AT N ANNA

B: 1398 P: 9
Ac: 1.96

120



CHAFFEE FAMILY

R0001970
CHAFFEE FAMILY SURVIVOR TRUST AT N ANNA

B: 1398 P: 9
Ac: 1.12

R0001969
CHAFFEE FAMILY SURVIVOR TRUST AT N ANNA
B: 1398 P: 9
Ac: 2.04

AZTEC

LONG

CHAFFEE



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
01/19/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Southwest, Inc. Houston TX Office 5555 San Felipe Suite 1500 Houston TX 77056 USA	CONTACT NAME: PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): 800-363-0105	
	E-MAIL ADDRESS:	
INSURED Hilcorp Energy Company 1111 Travis Street Houston TX 77002 USA	INSURER(S) AFFORDING COVERAGE	
	INSURER A: ACE American Insurance Company	NAIC # 22667
	INSURER B: Liberty Mutual Insurance Europe Ltd.	AAL120855
	INSURER C:	
	INSURER D:	
	INSURER E:	

Holder Identifier :

COVERAGES **CERTIFICATE NUMBER:** 570070014941 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. **Limits shown are as requested**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> XCU Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			HDOG27866268	05/01/2017	05/01/2018	EACH OCCURRENCE \$3,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$3,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$3,000,000 GENERAL AGGREGATE \$6,000,000 PRODUCTS - COM/OP AGG \$3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			ISA H09056105	05/01/2017	05/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION			CSUSA1700710 SIR applies per policy terms & conditions	05/01/2017	05/01/2018	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WLRC49115969	05/01/2017	05/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

Certificate No : 570070014941

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Aztec-
 Community Development Department
 201 W. Chaco Street
 Aztec NM 87410 USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Southwest, Inc.

Mayor
Victor C. Snover

Mayor Pro-Tem
Rosalyn A. Fry



Commissioners
Austin R. Randall
Sherri A. Sipe
Mark E. Lewis

A desirable place to live, work and play; rich in history and small town values!

**NOTICE OF PUBLIC HEARING
OIL AND GAS PERMIT
PETITION NO. OG 18-05**

September 3, 2018

Dear Property Owner:

Notice is hereby given that an application has been filed with the City of Aztec - Community Development Department for an oil and gas permit to allow recompletion on the Faye Burdette #1 well (a gas well) (COA 15-11) by Hilcorp San Juan LP in the City of Aztec, San Juan County, New Mexico, as described below:

LEGAL DESCRIPTION

SWNE of Section 9, T30N, R11W 1520' FNL, 1450' FEL, In the City of Aztec, San Juan County, New Mexico.

Pursuant to the provisions of Section 3-21-6, New Mexico Statutes Annotated, 1978 Compilation, notice is hereby given that the petition will be heard in a public hearing by Aztec's City Commission on **Tuesday, September 25th, 2018 at 6:00 p.m.** in the City Commission Chambers at City Hall, 201 W. Chaco Street, Aztec, New Mexico. All persons shall have an opportunity to be heard why said application should be granted or denied. All persons are invited to attend said hearing.

You are receiving this letter because you may own property within 400 feet (excluding public right-of-way) of the proposed request. You are invited to attend the hearings noted above or submit written comments prior to the meeting to the Community Development Department at 201 W. Chaco Street, Aztec, New Mexico 87410. Please be advised that this petition could be canceled or withdrawn prior to the meeting date.

If you have any questions regarding this notice or would like additional information regarding this petition, please contact the Community Development Department at 505-334-7604.

Sincerely,

Community Development Department
City of Aztec
Beth Mace

The newspapers of **New Mexico** make public notices from their printed pages available electronically in a single database for the benefit of the public. This enhances the legislative intent of public notice - keeping a free and independent public informed about activities of their government and business activities that may affect them. Importantly, Public Notices now are in one place on the web (www.PublicNoticeAds.com), not scattered among thousands of government web pages.

County: San Juan
Printed In: Farmington Daily Times
Printed On: 2018/09/07

OG 18-05 Faye Burdette #1

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Legal No. 1260656 published in The Daily Times on Sept. 7, 2018.

Public Notice ID:

CITY OF AZTEC
2018-09-04 15:39 L2028

CM DEV OIL & GAS PERMITS

U-A231066	AMOUNT
FMSD CM DEV OIL & GAS PERMI	500.00

PAYMENT RECEIVED	AMOUNT
PP / 7411	500.00

AUTH CODE: 48139592

TOTAL	500.00
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