

**LINKED MINUTES OF A SPECIAL MEETING OF THE CITY COUNCIL OF THE  
CITY OF CARLSBAD, NEW MEXICO, HELD IN THE MUNICIPAL BUILDING  
ON JANUARY 26, 2017 AT 5:00 P.M.**

|               |                      |                                  |
|---------------|----------------------|----------------------------------|
| Present:      | Dale Janway          | Mayor                            |
|               | Lisa A. Anaya Flores | Councilor                        |
|               | Edward T. Rodriguez  | Councilor                        |
|               | Leo B. Estrada       | Councilor                        |
|               | J. R. Doporto        | Councilor                        |
|               | Wesley A. Carter     | Councilor                        |
| Absent:       | Richard Doss         | Councilor                        |
|               | Jason Shirley        | Councilor                        |
|               | Ward 4               | Vacancy                          |
| Also Present: | Steve McCutcheon     | City Administrator               |
|               | Stephanie Shumsky    | Deputy City Administrator        |
|               | Eileen P. Riordan    | City Attorney                    |
|               | Annette Barrick      | City Clerk                       |
|               | Luis Camero          | Director of Engineering Services |
|               | Michael Hernandez    | Director of Utilities            |
|               | Wendy Hammett        | Finance Director                 |
|               | Patrick Cass         | Public Works Director            |

Time Stamps and headings below correspond to recording of meeting and the recording is hereby made a part of the official record.

0:00:00      **Call Meeting to Order**

0:00:02      **Invocation - Pledge of Allegiance**

0:00:28      **Mayor Janway asked Ms. Riordan to discuss the Open Meetings Act and the required vote for the Resolution.**

**Ms. Riordan** explained that under State Law when a quorum of the governing body meets it can discuss only items that have been placed on the Agenda. She said under the Open Meetings Act you cannot vote or discuss anything that is not on the Agenda. She explained a Resolution can be passed by the governing body by a majority of the body which in this case would be 5 of the 8 members.

0:01:28      **1. APPROVAL OF AGENDA**

0:01:31      **Motion**

The motion was made by Councilor Doporto and seconded by Councilor Anaya Flores to approve the Agenda

0:01:35 **Vote**

The vote was as follows: Yes - Doporto, Estrada, Rodriguez, Carter, Anaya Flores; No - None; Absent- Doss, Shirley; The motion carried.

0:01:54 **2. CONSIDER APPROVAL OF RESOLUTION NO 2017-04, A RESOLUTION ADOPTING THE MUNICIPAL WATER CONSERVATION PLAN FOR THE CITY OF CARLSBAD AS PRESENTED BY LEE WILSON AND ASSOCIATES**

**Mr. McCutcheon** explained this plan has been discussed for quite some time. He said staff is very interested in the data that was generated. He said Lee Wilson and Associates is a New Mexico company that is well known and they are experts in water. He said one of the requirements of this Resolution is that the plan be presented to the Water Board. He said the Water Board has reviewed the Plan and recommends approval with a couple of recommendations which have already been incorporated into the plan.

0:03:40 **Mr. Mike Hernandez** explained in June of 2016 the City solicited the services of Lee Wilson and Associates. He explained Lee Wilson and Associates are not present tonight, but said their sub Alice Darlick with PCR is present and has been a big part of the Water Conservation Plan. He explained the current Plan has not been updated since 1993. He explained this Plan will cover from 2017 to 2021 and added he is recommending approval.

0:04:29 **Ms. Darlick** explained she is one of the members of the consulting team that worked with city staff to develop the Water Conservation Plan. She explained the Plan was a joint effort with the city and consultants. She explained that a lot of things have changed since 1993; she said the City has changed, the water utility has expanded, a lot of advances have been made in water conservation technology, and water supply has changed. She said the State government now requires water conservation plans. She explained a water conservation plan is required when a city is applying for new or expanded water rights. She explained the Water Trust Board and other funding agencies also require that the applicant have a Water Conservation Plan in place and approved by the State Engineer before the city can be considered for a grant. **Ms. Darlick** said another reason to look at water conservation is the cost of additional water rights is becoming very expensive. She explained the ongoing cost of replacing infrastructure and the cost of new technology is very expensive. She said there are also natural reasons for conservation. She said in the past water conservation was primarily looked at as a short term measure. She said now conservation is looked at as a long term water resource planning tool. She said there is a basic principal to conserve water and it is to use only what you need. **Ms. Darlick** said Carlsbad has taken water conservation measures and has a good water conservation and drought response ordinance.

0:14:43        **Ms. Darlick** reviewed Carlsbad Water Conservation Measures for 2017-2021:

- Meter Replacement
- Data Management
- Distribution Lines
- Leak Detection
- Wastewater Reuse
- ICI Evaluations
- Water Rates
- Ordinance
- Incentive Program
- Education

**Ms. Darlick** explained if all of these measures are implemented, as noted in the plan, the City could reduce water use by 12%, possibly more in 5 years. She said the plan is a very important first step but the real work will be implementing the plan.

**Councilor Rodriguez** asked about the difference in data that was billed and what was metered in 2015 and if the cause has been determined. **Ms. Darlick** said there were coding issues and an inline meter that was incorrectly placed into figures for metered water use data. She explained these corrections have helped and current records show improvement.

**Mr. McCutcheon** explained one of the biggest issues was that the City was calculating water that came from Double Eagle as sales. He said staff has been quite pleased with the results detailed.

**Councilor Rodriguez** asked if there is a calculation in the amount of water lost through leaks in the system and how the water loss is calculated. **Ms. Darlick** explained if all data is in line there will be a figure for the potential water loss. **Councilor Rodriguez** asked if losses are a variable in a formula stream. **Ms. Darlick** said yes.

0:27:03        **Motion**

The motion was made by Councilor Carter and seconded by Councilor Doporto to approve Resolution No. 2017-04, a Resolution adopting the Municipal Water Conservation Plan for the City of Carlsbad as presented by Lee Wilson and Associates

0:27:11        **Vote**

The vote was as follows: Yes - Doporto, Estrada, Rodriguez, Carter, Anaya Flores; No - None; Absent- Doss, Shirley; The motion carried.

0:27:26      **3. ADJOURN**

0:27:30      **Motion**

The motion was made by Councilor Anaya Flores and seconded by Councilor Doporto to Adjourn

0:27:37      **Vote**

The vote was as follows: Yes - Doporto, Estrada, Rodriguez, Carter, Anaya Flores; No - None; Absent- Doss, Shirley; The motion carried.

0:27:55      **Adjourn**

There being no further business, the meeting was adjourned at 5:32 p.m.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk