

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF WATER AND SEWER
COMMISSIONERS HELD ON JUNE 16, 2016, AT 8:30 A.M., IN THE PLANNING
ROOM AT THE MUNICIPAL BUILDING, 101 N. HALAGUENO STREET,
CARLSBAD, NM**

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| VOTING MEMBERS PRESENT: | Craig Stephens Larry Henderson Fred Beard Russell Hardy | Chairman Member Member Member |
| VOTING MEMBERS ABSENT: | Gary Perkowski | Member |
| EX-OFFICIO MEMBERS PRESENT: | | |
| EX-OFFICIO MEMBERS ABSENT: | Mayor Dale Janway Steve McCutcheon | Ex-Officio/Member Ex-Officio/City Administrator/ Secretary |
| OTHERS PRESENT: | Stephanie Shumsky Mike Hernandez Luis Camero Annette Barrick LaVelta Jenkins Ron Myers Jamey Schwiger Wes Nichols Richard Aguilar Carol Christiano Alice Darilek | Deputy City Administrator Deputy Director Public Works Director Public Works City Clerk Deputy City Treasurer Double Eagle Superintendent Water Dept. Superintendent Collections Superintendent Environmental Services Lee Wilson & Associates Lee Wilson & Associates |

0:00:00 1. Call to Order

Craig Stephens called the meeting to order.

0:00:00 2. Roll Call and Determination of Quorum

Craig Stephens called Roll and it was determined that there was a quorum of voting members. Those present were: Craig Stephens, Larry Henderson, Russell Hardy and Fred Beard; Absent: Gary Perkowski.

0:00:10 3. Approval of Agenda

The motion was made by Larry Henderson and seconded by Russell Hardy to Approve the Agenda. The Vote was as follows, Yes: Craig Stephens, Larry Henderson, Russell Hardy and Fred Beard, No: None, Absent: Gary Perkowski. The Motion passed.

**0:00:17 4. Approval of Minutes of the Board of Water and Sewer Commissioners
Regular Meeting held on May 19, 2016**

The motion was made by Larry Henderson and seconded by Russell Hardy to Approve the Minutes of the May 19, 2016, Regular Meeting. The Vote was as follows, Yes: Craig Stephens, Larry Henderson, Russell Hardy and Fred Beard, No: None, Absent: Gary Perkowski. The Motion passed.

**0:00:52 5. Water & Sewer Department Monthly Reports presented by
Mike Hernandez**

Mr. Hernandez reported the Water Pumped is up since last month which is normal for summer months. He said the Monitoring Well is holding steady. He said eight of the nine wells are up and running. Jamie Schwiger explained that he is monitoring the wells. Richard Aguilar reported that Septage is down due to the downturn in the oil field. Joe Harvey explained that some are hauling Septage to other places like Artesia. Mike Hernandez said the implementation of fees for Septage dumping has been beneficial to the system. Joe Harvey stated that the Effluent Reuse Project is going forward and when complete, it would be a source of revenue for the City. Luis Camero explained the funding for watering the parks with effluent water project. Ron Meyers said the activity in the Double Eagle is down; some of his crews are working in town. La Velta Jenkins told the Board that the new Water Billing system appears to be effective. There were less cut-offs and accounts are being brought current. Craig Stephens said he thinks it will continue to improve.

0:12:45 6. Financial Reports by LaVelta Jenkins

LaVelta Jenkins reported that the Water Sewer Revenue is under budget to date. She said Expenses are less than Revenue but not yet meeting the Department projections. She reported that on-line Bill Pay is projected to begin on July 1, 2016 with Wells Fargo. The Water Department Payment/Customer Office is under-going a re-structuring of Staff. Mike Hernandez said the Solid Waste Facebook page has been updated to become a Utilities Facebook page. It has created another method for customer service.

**0:18:53 7. Water Conservation Plan Presentation by Carol Cristiano, of Lee Wilson &
Associates, Inc. and Alice Darilek, PCR Resources**

Mr. Camero explained that the City is required by the State Engineer to prepare a Water Conservation Plan. The City's Plan was created and updated by Lee Wilson & Associates in 1993. The OCD requires review of the Plan for any funding requests. For the last several years, the City has hired Lee Wilson & Associates to create a Conservation Plan. It is on file with the State Engineer's Office. The Annual Water Audit has been conducted by Lee Wilson & Associates since 2014. He added that the WTB had been the main funding source for the water/waste water projects. The City has met most of the goals set in 1993. Mr. Camero explained that Water Conservation measures have been implemented over the last few years. He introduced Carol Cristiano and Alice Derilek.

Carol Cristiano said it is important to have the plan and audit in place. She said she and Alice met with the staff to get feedback on what to include in the plan. She discussed the initial data research for the plan. She said the Water Audit is required to be part of the Water Conservation Plan. It is an Audit of the City's Water System, a survey of the water distribution system and to look at areas for improvements. She said some cities do their own Audit but it is very complex. In the last 20 years Conservation has changed. It is really a long term water resource planning. She said it has two sides; the Supply-side Measures and the Demand-Side Measures. She said the State requirements have become more stringent as well as changes in technology. She added that the more important reason for the plan is to protect the City's Water Supply. She discussed the potential Water Conservation Measures for the City. They are as follows:

- Accelerate and complete meter replacement program to make transition from manual-read meters to more accurate automatic-read models.
- Continue effort to replace older distribution lines to reduce the amount of water lost through leakage
- Improve data management efforts to assure accurate and timely metering and billing
- Continue annual leak detection surveys for distribution lines
- Expand wastewater reuse program to include the irrigation of all parks; consider additional future wastewater reuse for irrigation of other areas
- Offer water use evaluations to high water users in the commercial, institutional and industrial sectors to encourage improvements in water use efficiency for indoor and outdoor water use, including city facilities such as parks, offices, schools and hospitals
- Review water rates and consider revisions to encourage more efficient water use by all water users
- Review water conservation ordinance and make changes to update and strengthen its requirements
- Develop an incentive program to encourage residential water users to use less water through the installation of efficient plumbing fixtures and appliances, and through the adoption of efficient irrigation systems and practices
- Continue and expand educational efforts directed at residents, businesses and school children

Alice said they appreciate getting feed-back from Staff and Board Members. She suggested that replacement of manual read meters would generate revenue. The Audit is useful in correcting issues. She added that the City has a complex system. She said the City Staff is excellent and the Parks are beautiful. She said there is great potential for improved measures.

Craig Stephens thanked Carol and Alice for their presentation. Larry Henderson said he is excited about what has been presented.

1:08:54 8. Adjourn

The motion was made by Fred Beard and seconded by Larry Henderson to Adjourn. The Vote was as follows, Yes: Larry Henderson, Russell Hardy and Fred Beard, No: None, Absent: Craig Stephens and Gary Perkowski. The Motion passed.



 Chairman