

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF WATER AND SEWER COMMISSIONERS HELD ON APRIL 20, 2017, AT 8:30 A.M., IN THE PLANNING ROOM AT THE MUNICIPAL BUILDING, 101 N. HALAGUENO STREET, CARLSBAD, NM**

<b>VOTING MEMBERS PRESENT:</b>	<b>Craig Stephens Larry Henderson Russell Hardy Fred Beard Gary Perkowski</b>	<b>Chairman Member Member Member Member</b>
<b>VOTING MEMBERS ABSENT:</b>	<b>None</b>	
<b>EX-OFFICIO MEMBERS PRESENT:</b>	<b>None</b>	
<b>EX-OFFICIO MEMBERS ABSENT:</b>	<b>Mayor Dale Janway Steve McCutcheon</b>	<b>Ex-Officio/Member Ex-Officio/City Administrator/ Secretary</b>
<b>OTHERS PRESENT:</b>	<b>Stephanie Shumsky Eileen Riordan Annette Barrick Wendy Hammett Luis Camero Ron Myers Jamey Schwiger Wes Nichols Richard Aguilar Joe Harvey Angel Campos Clayton TenEyck Scout Mendenhall</b>	<b>Deputy City Administrator City Attorney City Clerk Finance Director/City Treasurer Projects Director Double Eagle Superintendent Water Dept. Superintendent Collections Superintendent Environmental Services WW Superintendent Molzen Corbin Molzen Corbin Molzen Corbin</b>

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

**0:00:01                    1.        Call to Order**

Craig Stephens called the meeting to order.

**0:00:04                    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, Gary Perkowski, Larry Henderson, Russell Hardy and Fred Beard; Absent: None.

**0:0:328                    3.        Approval of Agenda**

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

**0:00:29**                      **4. Approval of Minutes of Regular Board of Water and Sewer Commission Meeting held on March 16, 2017**

The motion was made by Larry Henderson and seconded by Russell Hardy to Approve the Minutes of the Regular Board of Water and Sewer Commissioners Meeting held on March 16, 2017. The Vote was as follows, Yes: Craig Stephens, Gary Perkowski, Larry Henderson, Russell Hardy and Fred Beard, No: None, Absent None: The Motion passed.

**0:00:49**                      **5. Consider approval of the Preliminary Engineering Report for the Double Eagle Water Transmission Line, Phase 3, presented by Molzen Corbin**

Mr. Camero introduced Angel Campos, Clayton TenEyck, and Scout Mendenhall from Molzen Corbin. He explained the project is the end of the 24" Double Eagle line, 27 miles on the highway and connected to the WIPP water line. He said it is 13 miles north of 62/180. He said we are working with BLM for alignment and try to move ahead to find the shortest distance to Grassbur Lane. He said Phase I & II brought two 24" lines to connect into the existing one million gallon reservoir. He said Phase III will bridge the gap between the tank, high pressure line, and the plan to supply the City with two sources of water.

Ms. Mendenhall presented the Preliminary Engineering Report for the Double Eagle Phase 3, Water System Improvements. She explained that Molzen Corbin held public Scoping Meetings to inform the public of the City's Plan to Expand the Double Eagle Water System into Carlsbad. Ms. Mendenhall gave an overview of the project beginning with the Water Supply, Sheep Draw Well Field and the Double Eagle Well Fields. She said Phase 1 and Phase 2 of the Double Eagle System were Transmission Lines. The current project will connect to the municipal distribution system. The availability will be increased and it will provide redundancy in the water supply. She explained the Scope of Work in Phase 3, including a Raw Water Transmission Line, Chlorination Facilities, Storage and a Chlorinated Water Transmission Line. She explained Disinfection, Storage, Transmission Lines, the One Million Gallon Storage Tank, and Evaluations were the Planning Alternatives that were considered. She also discussed the Disinfection requirements with Onsite Generation, Bulk Hypochlorite and Gas Chlorine and how each work. Ms. Mendenhall explained Types of Storage and Transmission as well as Project Costs. The upcoming steps will be to finalize Preliminary Engineering Report and Environmental Assessment and Cultural Assessment. The Design and Schedule will include the Preliminary Engineering Report and submittal and approval of Final Report. She explained the Submittal of the Preliminary and the Final Design and the Construction Bidding and Substantial Completion Schedule were the final portion of the presentation.

**0:30:56**                      **6. Utilities Department Monthly Report by Mike Hernandez**

Mike Hernandez was not able to attend the meeting and he asked the Utilities Staff Members to give a brief report. Jamey Schwiger discussed Water Conservation measures and enforcement. Joe Harvey reported that the Treatment Plant is in good working order. Ron Meyers reported that the Double Eagle revenues were up slightly.

**0:41:08**                      **7. Utilities Department Project Updates presented by Mike Hernandez**


No report

**0:41:09**                      **8.    Financial Reports presented by Wendy Hammett**

Wendy Hammet reported that revenues were unfavorable but she thinks by the end of the fiscal year, we should be close to projections with income about equal at the year end. She said the Departments are doing well with repurposing their budget and realigning priorities. She said the Budget Hearings are going well. She said overall budgeting is conservative.

**0:48:51**                      **9.    Adjourn**

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

  
Chairman