

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF WATER AND SEWER COMMISSIONERS HELD ON FEBRUARY 18, 2016, AT 8:30 A.M. IN THE PLANNING ROOM, 101 N. HALAGUENO STREET, CARLSBAD, NM**

<b>VOTING MEMBERS PRESENT:</b>	<b>Craig Stephens Gary Perkowski Larry Henderson Fred Beard</b>	<b>Chairman Member Member Member</b>
<b>VOTING MEMBERS ABSENT:</b>	<b>Russell Hardy</b>	<b>Member</b>
<b>EX-OFFICIO MEMBERS PRESENT:</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 Mike Hernandez Annette Barrick Monica Harris Ron Myers Jamey Schwiger Joe Harvey Wes Nichols Richard Aguilar</b>	<b>Deputy City Administrator Deputy Director Public Works City Clerk Finance Director Double Eagle Superintendent Water Dept. Superintendent Waste Water Superintendent Collections Superintendent Environmental Services</b>

There are no timestamps available and only a portion of the recording is available due to Technical Difficulties.

**1. Call to Order**

Craig Stephens called the meeting to order.

**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, Gary Perkowski and Fred Beard; Absent: Russell Hardy.

**3. Approval of Agenda**

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

**4. Approval of Minutes of the Board of Water and Sewer Commissioners Regular Meeting held on January 21, 2016**

The motion was made by Larry Henderson and seconded by Fred Beard to Approve the Minutes of the January 21, 2016, Regular Meeting. The Vote was as follows, Yes: Craig Stephens, Larry Henderson, Gary Perkowski and Fred Beard, No: None, Absent: Russell Hardy. The Motion passed.

**5. Water & Sewer Department Monthly Reports presented by Mike Hernandez**

Mr. Hernandez reported the following:

- Meter Count is down
- Well #6 Drilling Update: Drilling Complete, Casing Installed, Airlift Failed, Double Airlift Installed, there were issues with the pilot hole, but it came in within specifications with some minor deviation. Molzen Corbin & Associates is designing the new Well. Mr. Hernandez said staff will request a generator for the #6 Well site during the next budget cycle. He said the possible completion date of the renovation is expected by end of year.
- Well #3 Update by Jamie Schwiger: Repaired Electrical Issues, used refurbished parts from Well #6.

**6. Financial Reports by Monica Harris**

Monica Harris explained that she had provided the Financial Reports through December 2015 but said she would only be discussing the reports through September. She explained that the City is under budget on some of the Revenues. The Double Eagle Water Service Revenues were down and there was a noticeable drop in the Statistical Reports. She said the account is still strong.

Larry Henderson asked Ms. Harris to report on the implementation of the new Late Fee Charges. Ms. Harris said she the projected implementation date is April 1. She said the system is a three part system; there will be On-line Payment, E-Bill Express through Wells Fargo, and IVR for phone payments. She said Wells Fargo just notified her that they are ready to administer some test payments. She said she wanted to get approval from Administration to enforce payment of the past due amount now; but does not want to charge the new late fees at this time. She said when the Wells Fargo system is in place; we will require payment of the past due and the current plus the new late fees. Mr. Henderson said the fees have been approved by both the Water and Sewer Board and the City Council. He feels it is time to move on it. Craig Stephens said he agrees but we are waiting on Wells Fargo. Monica Harris said the City is still working on educating the public. She explained that she just received the IVR portion from Wells Fargo this week. She agreed to start charging the late fee and requiring the bill to be brought current.

Gary Perkowski said the City is not losing population based on school registrations. Ms. Harris said the Water Department has seen customers moving to permanent housing but does not think there is a reduction in population. She explained that the City of Carlsbad's GRT is down by 22% but said Hobbs has had a 50% reduction. Jamie Schwiger said the Department is still busy installing new meters.

Mike Hernandez explained the Effluent Reuse 5A project is for a new Reservoir and the Effluent Reuse 5B project for getting Effluent water under the River to water the Parks. Mike Hernandez said Luis Camero has applied for funding. Richard Aguilar and Joe Harvey reported that they are currently working on the Ground Water Permit. Mr. Hernandez said the Gregorys are still working to obtain ROWs and are going to sign the agreement after acquiring the ROW.

There was discussion regarding the future abandonment of old DE lines north of Brantley Lake. Mike Hernandez explained that there had been some discussion for many years but plans for abandonment have not been approved by Administration. Fred Beard said there will need to be a long term plan for the customers on that line. Ron Meyers said he will continue monitoring the old lines.

**Adjourn**

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

  
Chairman