

MINUTES OF THE REGULAR MEETING OF THE BOARD OF WATER AND SEWER COMMISSIONERS HELD ON JANUARY 21, 2016, AT 8:30 A.M. IN THE PLANNING ROOM, 101 N. HALAGUENO STREET, CARLSBAD, NM

VOTING MEMBERS PRESENT:	Craig Stephens Larry Henderson Fred Beard	Chairman Member Member
VOTING MEMBERS ABSENT:	Gary Perkowski Russell Hardy	Member Member
EX-OFFICIO MEMBERS PRESENT:	Steve McCutcheon	Ex-Officio/City Administrator/ Secretary
EX-OFFICIO MEMBERS ABSENT:	Mayor Dale Janway	Ex-Officio/Member
OTHERS PRESENT:	Stephanie Shumsky Eileen Riordan Mike Hernandez Annette Barrick Monica Harris Ron Myers Jamey Schwiger Joe Harvey Wes Nichols Richard Aguilar Rustin Short	Deputy City Administrator City Attorney Deputy Director Public Works City Clerk Finance Director Double Eagle Superintendent Water Dept. Superintendent Waste Water Superintendent Collections Superintendent Environmental Services Applicant

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.

0:00:03 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, and Fred Beard; Absent: Russell Hardy and Gary Perkowski

0:00:18 3. Approval of Agenda
The motion was made by Larry Henderson and seconded by Fred Beard to Approve the Agenda. The Vote was as follows, Yes: Craig Stephens, Larry Henderson, and Fred Beard, No: None, Absent: Russell Hardy and Gary Perkowski. The Motion passed.

0:00:31 4. Consider approval of request by Rustin Short for Water Service outside the city limits located at 507 Weleka Lane
5. Consider approval of request by Rustin Short for Water Service outside the city limits located at 509 Weleka Lane

Craig Stephens suggested hearing the two requests together but said the vote would be separate. Mr. Short explained that he plans to build a home on the property located at 507 Weleka and he will sell the second lot. Mike Hernandez said the 507 Weleka is approximately one acre and 509 Weleka is 1.09 acres. He added that recently the Board approved a request from Mr. Short's sister, Breanna Short for 509-2 Weleka. Mr. McCutcheon asked if the access to the property will be off of Weleka. Mr. Short said it will be off of Weleka and will remain a private drive.

The motion was made by Larry Henderson and seconded by Fred Beard to approve the requests for items 4 and 5. The Vote was as follows, Yes: Craig Stephens, Larry Henderson, and Fred Beard, No: None, Absent: Russell Hardy and Gary Perkowski. The Motion passed.

0:3:09 6. Approval of Minutes of Regular Board of Water and Sewer Commission Meeting held on November 19, 2015

The motion was made by Larry Henderson and seconded by Fred Beard to Approve the Minutes of the Regular Board of Water and Sewer Commissioners Meeting held on November 19, 2015. The Vote was as follows, Yes: Craig Stephens, Larry Henderson, and Fred Beard, No: None, Absent: Russell Hardy and Gary Perkowski. The Motion passed.

0:03:43 7. Water & Sewer Department Monthly Reports presented by Mike Hernandez

Mr. Hernandez discussed the Low Pumping amounts at Double Eagle. He said it is slow but the Department is making use of their time. Mr. Hernandez explained that Molzen Corbin has started the Double Eagle Phase 3 Engineering. He said that is the additional 5 million gallon reservoir near Raines Road. The line will be tied in at Grassbur. Mr. McCutcheon explained that Mr. Hernandez had moved the project forward to tie into the High Pressure Loop Line rather than tying in at Orchard Lane. It made it part of the system from the beginning and it would not have to be altered at a later date. There was other discussion regarding the following:

- Drilling DE Wells
- Tatum Wells
- Water Trust Board Applications
- Effluent Water Project Status
- Line Starters
- Continuation of Projects

0:33:24 Discussion of item #8 will be postponed until after item #9 when Ms. Harris is available.

0:33:38 9. Discussion regarding the Sanitary Survey by NMED for the Carlsbad and Double Eagle Systems

Jamie Schwiger said every three years a Sanitary Survey is conducted by NMED in October. He explained that no significant deficiencies were identified. There were four recommendations but overall; it was the best survey the City has received in years. Mike Hernnadez added that it is a very stringent survey including the Double Eagle system. Mr. Schwiger said all recommendations have already been taken care of and reported back to NMED. He said the City received very good compliments on the system and the Department was very proud of the results of the survey.

0:35:50 8. Discussion regarding the status of the Water Service Disconnect and Late Fees for Non-payment of Bills

Monica Harris said she is working with Wells Fargo for online bill pay. She said we are currently in the testing phase and it appears to be working well. She said March is the projected beginning date. Mr. McCutcheon said customers have been notified and there will be additional notifications as we

progress. Ms. Harris explained that there will be multiple ways to pay the utility bills in order to accommodate the customers. Craig Stephens asked if the Wells Fargo options will help the customers that are chronically late. Ms. Harris said there are many customers that pay with cash and for those customers; she does not expect changes. Mr. Schwiger said he feels it will help because the new policy requires the customer to bring delinquent accounts current. Mr. Schwiger said it may reduce the late customers to every-other month. Monica Harris said that the increased fees may encourage customers to be on time. Mr. McCutcheon said we have been patient in starting this new process. He said we have educated the customers but he expects in the beginning it is going to be difficult once it is implemented.

Jamie Schwiger reported that Yellow Jacket Drilling and their subcontractor are working on Well #6. He said they got 100' of surface casing in and a 15" pilot hole last week. They are at 770' of the 810'. He said they have had a struggle with the drilling but they are making progress now. He said it has been a very difficult project.

Mike Hernandez said Jamie is also working on Well #9. He said he expects it will be taken down and inspected next month. He added that all the projects are being considered for the next budget year and he would like to get new generators.

0:56:19 **10. 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, and Fred Beard, No: None, Absent: Russell Hardy and Gary Perkowski. The Motion passed.


Chairman